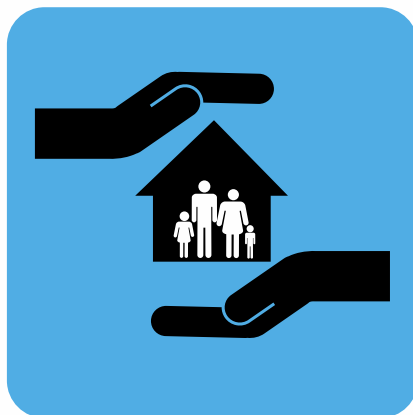
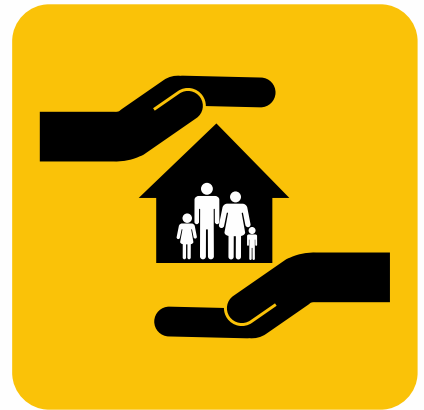
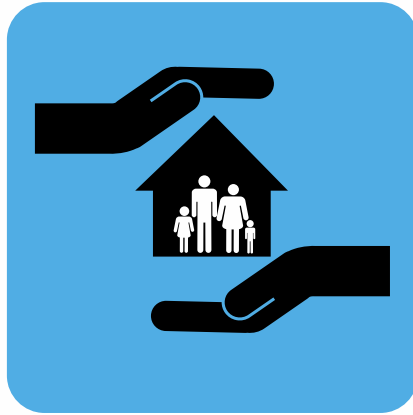




InterChurch Bureau



**HEALTH & SAFETY REQUIREMENTS
FOR CHURCHES & TRUSTS**

PREPARED BY:



Paul Diver Associates
Employment Relations Consultants

DISCLAIMER

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Please note WorkSafe New Zealand are currently seeking feedback from the public with regards to the health and safety regulations. Their aim is to have these finalised before April 2016 when the Act comes into force.

Neither Paul Diver Associates nor InterChurch Bureau can accept liability for any loss or damage of any nature whatsoever arising or resulting from the use of or reliance on information or particulars in this document.

The information contained in this document is of a general nature. Should you require further advice for your particular requirements, please contact your denominations national office.

AIM OF THIS BOOKLET

This booklet is designed for use in conjunction with the InterChurch Bureau workshop "Health & Safety Requirements for Churches and Trusts".

The workshop is structured so that the facilitator presents functionality using slides.

The aim of the booklet is to be a working document, reinforcing the information presented by the facilitators. However, please note that this is not a complete Health and Safety manual and only contains examples to assist you in building your own Church Health and Safety system.

For a full Health and Safety manual, tailored to your needs, or an audit of your current system, contact your denominations national office for further information.



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1.0 INTRODUCTION

Health and Safety in Employment is existing law and you will be taking what you do now and formalising these steps and lifting the bar. The new legislation has highlighted the need for accountability and we are providing this booklet to ensure you can pick up and run with the requirements.

The InterChurch Bureau believes that an effective Health & Safety management system is the key to a successful church; ethically, morally, spiritually, legally and financially. Through an active commitment to legislation compliance and most importantly, ensuring our workers and Church people are safe, we will continuously look for opportunities to improve our performance and system.

Everyone has a role to play for making our workplace safer. This booklet enables you to bring health and safety to the forefront of your Church and assist with your role in keeping everyone safe.

This booklet is a living document for you to use, amend, and update to ensure you are working towards keeping your health and safety up to date and to help you identify what needs to be done.

A glossary of terms and definitions is here in this booklet, and as a resource for later when you need to refer to all the new definitions and terminology, however, some of the key changes are included below for your review.

Also, a specific Risk Analysis and Management System (RAMS) is covered in the appendix of this booklet to assist with the H&S requirements for Youth Group camps or events held at your site or using other facilities. Please refer to this for detail.

This booklet takes you through the health and safety “must haves” for your:

- | | |
|--------------------------------|-----------------------------------|
| 1. Health and Safety Statement | 7. First Aid Requirements |
| 2. Training and Induction | 8. Contractors and Subcontractors |
| 3. Systems for Risk Management | 9. H&S Meeting Minutes |
| 4. Health and Safety Policies | 10. Building Safety Checklist |
| 5. Emergency Management | 11. Annual H&S Review Plan |
| 6. Incident Management | |

If you require further information on anything stated within this booklet, you are welcome to contact your national office for assistance.

1.1 Key Changes

The Health and Safety in Employment Act 1992 has been amended and updated to the new **Health and Safety at Work Act 2015 (HSWA)** and comes into effect 4 April 2016.

RESPONSIBILITY AND LIABILITY SPREAD MORE WIDELY AND MORE ACCOUNTABILITY

ACT	WHO HAS A H&S DUTY	WHO THEY HAVE THE DUTY TOWARDS
Current legislation (Health & Safety in Employment Act 1992)	People in defined roles (e.g. employers, supervisors)	Other people in defined roles (e.g. employees)
New legislation -Health & Safety at Work Act 2015 (HSWA)	Everyone involved in the business (in the widest sense) – see below	Other people involved in the business

What does 'everyone involved in the business' mean?

- The business itself is known as, the Person Conducting a Business or Undertaking (PCBU). A PCBU will usually be an organisation, not a person. The PCBU and its officers have the primary duty to ensure employees, and others affected by its work, can work in a safe and healthy environment.
- Officers (e.g. Board or Trust Members)
- Workers
- Other people who come to the workplace (e.g. visitors and congregation).

EXPANDED, CLEARLY DEFINED H&S ACTIVITIES FOR ORGANISATIONS

ACT	H&S ACTIVITIES
HSWA	PCBUs must actively identify and manage risk (e.g. by identifying and managing hazards, holding regular H&S audits, provide training and education, first aid facilities.)

ACTIVELY INVOLVING WORKERS

PCBUs must actively involve workers in H&S matters (e.g. through training sessions, or in team meetings).

So, what do I need to do to get ready for the new legislation?

WorkSafe New Zealand recommend that you:

1. Identify H&S hazards and risks and take steps to prevent these from happening.
2. Make sure your H&S policies are led by management, understood by all workers and reviewed regularly.
3. Hold regular H&S training sessions
4. Engage your team in H&S matters that affect them
5. Support all officers (e.g. Trust or Board Members) to get up to date with H&S issues and key risks
6. Report and monitor H&S goals
7. Review any incidents regularly
8. Carry out frequent H&S audits and inspections



InterChurch Bureau

1.2 Definitions

PERSON CONDUCTING A BUSINESS OR UNDERTAKING (PCBU)

Whether the person conducts a business or undertaking alone or with others; and whether or not the organisation or undertaking is conducted for profit or gain.

Your church is a PCBU – it is an undertaking, an enterprise conducted with a degree of organisation, systems and continuity, but is usually non-profit making or non-commercial in nature. The PCBU has a duty to consult; this means it must consult, co-operate and co-ordinate activities for those involved with it.

Also as PCBU, the Church is known as the Duty Holder which gives them the overall responsibility to ensure the safety of the workplace.

OFFICER

All members of the church leadership team would be an “Officer” of the organisation (Church), as they participate in making administrative and financial decisions that have the ability to significantly influence the management of the church.

Officers are members of the church who hold positions on the Trust Board, General Assembly, Executive Committee, Council or Conference (depending on the name of the governing body in your church). Officers can also be those holding senior leadership positions as well as Youth Leaders, Youth Pastors and Ministers.

Q: Who is an “officer” under the Act?

An officer is a person who holds a very senior leadership position and has the ability to significantly influence the management of a church. Organisations can have more than one officer.

Q. Do volunteer officers have a duty of due diligence?

Officers (Councils, Board Members, Trustees,) have a duty to carry out due diligence to ensure the church meets its health and safety obligations. An officer can be held liable for a failure to meet this duty.

The duty of due diligence includes:

- Taking reasonable steps to keep health and safety knowledge up-to-date,
- Understanding the PCBU's operations and the risks associated with those operations,
- Ensuring and verifying that the PCBU has appropriate resources and processes to meet its duties.

NB: It's important to note that the church as PCBU still has a duty of care to ensure, so far as is reasonably practicable, the health and safety of its workers. This is a separate and different duty to the duty of due diligence for individual officers.



WORKER

A worker is a person who carries out any work for a PCBU including work as:

- An employee
- A contractor or sub-contractor
- An employee of a contractor or sub-contractor
- An employee of a labour hire organisation
- An outworker (including a homeworker)
- An apprentice or a trainee
- A person gaining work experience or on a work trial
- A “volunteer worker”

VOLUNTEER ASSOCIATIONS

The new Health and Safety at Work Act 2015 does not apply to volunteer associations. These are defined as incorporated or not incorporated volunteer organisations that do not employ anyone. A church without any paid staff (pastoral or administrative) would qualify as a volunteer association. If your church employs any staff, then it qualifies as a PCBU, and must comply with the legislation.

Q. Is a volunteer association a PCBU if it is run by volunteer workers?

If an organisation falls within the definition of a volunteer association, then it is not a PCBU. Whether the volunteers meet the test of a ‘volunteer worker’ or not is irrelevant. You can only have a volunteer worker if you are defined as a PCBU under HSWA.

Q: How do I keep my volunteer workers safe?

The key to excellent health and safety management is good planning and good communication.

The Act sets out a number of steps that can be taken to help keep people safe. In particular, these steps focus on:

- Providing and maintaining a safe working environment, particularly by identifying hazards and managing them
- Providing and maintaining facilities for the health and safety of persons at work;
- Ensuring that plant, machinery and equipment in the place of work is designed, made, set up, and maintained to be safe for persons at work;
- Ensuring that systems of work do not lead to persons being exposed to hazards in or around their place of work;
- Providing people with information about the hazards that they may come across in their workplace;
- Providing people with training and supervision; and
- Developing procedures for dealing with emergencies that might arise while persons are at work.



VOLUNTEER WORKER

A “volunteer worker” is a volunteer who carries out work in any capacity for a PCBU:

- With the knowledge or consent of the PCBU; as well as
- On an ongoing and regular basis; and
- Is an integral part of the business or undertaking;

Note: If you are a volunteer working for the church, or directed by your church, you are a volunteer worker.

A “volunteer worker” does not include a volunteer undertaking any of the following voluntary work activities:

- Participating in a fundraising activity
- Assisting with sports or recreation
- Assisting with activities for an educational institute outside the premises of the educational institution
- Providing care for another person in the volunteer’s home

PRIMARY DUTY OF CARE (AS REQUIRED OF A CHURCH AS PCBU)

Before we get into the legal definition of the Duty of Care for the Church as the PCBU, we want to take a moment to remember and focus on our people.

Our people are the reason we are here. We share the same faith, values and beliefs. Health and Safety comes into this too, and we have a moral and spiritual obligation to take care of our people.

If we work on these beliefs and educate ourselves in the legal definitions, we can then educate our people which will lift our standards and our conscious awareness of our duty of care to our people, those we serve, and those who visit us.

Everyone has some duty of care and as the leaders here today, we have accepted this and look forward to learning and understanding how to enhance our duty of care.

LEGAL DEFINITION OF DUTY OF CARE

- (1) A PCBU must ensure, so far as is reasonably practicable, the health and safety of –
 - (a) workers who work for the PCBU, while the workers are at work in the undertaking; and
 - (b) workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work.
- (2) A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the undertaking.



(3) Without limiting subsection (1) or (2), a PCBU must ensure, so far as is reasonably practicable –

- (a) the provision and maintenance of a work environment that is without risks to health and safety; and
- (b) the provision and maintenance of safe plant and structures; and
- (c) the provision and maintenance of safe systems of work; and
- (d) the safe use, handling, and storage of plant, substances, and structures; and
- (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
- (f) the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
- (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

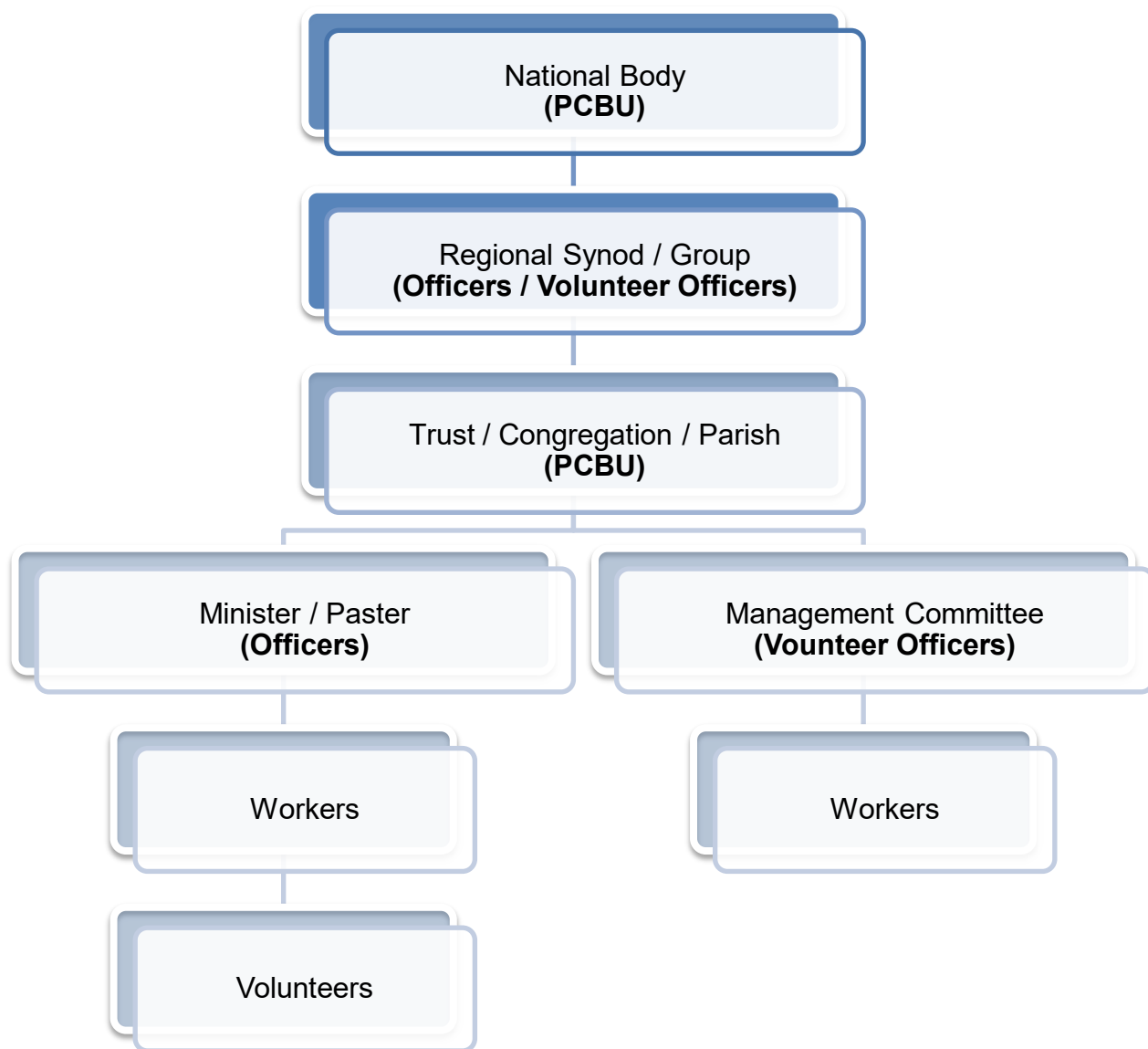
WORKPLACE

In the HSWA, a workplace means a place where work is being carried out, or is customarily carried out for the business or undertaking and includes any place where a worker goes, or is likely to be while at work.

In the church scenario, this would mean work around/in church premises, and when out administering social services to people in their homes or elsewhere. This could also relate to your schools, childcare centres, youth camps, Church halls and/or op shops.



1.3 General Church Structure – PCBU's and Officers



Denominational structures vary. Consult your own National Body for its view on the application of its structure.



2.0 AUDIT TOOL AND ACTION PLAN

To assist in compliance with HSWA legislation

Church:

Date Completed:

HSW Coordinator:

NO.	ELEMENT	TASKS & QUESTIONS	PERSON TO ACTION	TARGET DATE	DATE COMPLETED	REVIEW DATE
3.0	HSWA Statement	<ul style="list-style-type: none"> ○ Compile a HSWA Statement based on sample document (refer to page 15) ○ Have signed and dated by church representatives, ensure this is added in your meeting minutes. ○ Display publically for all to see ○ Review policy on a regular basis 				
4.0	Documentation	<ul style="list-style-type: none"> ○ Establish an HSWA file and keep in it details of all HSWA initiatives, training records (refer to page 17), and HSWA meeting minutes (refer to page 18) ○ Annually complete a new copy of this audit tool ○ All HSWA documentation should be reviewed at regular intervals in consultation with interested parties and re-issued 				
5.0	Risk Management	<ul style="list-style-type: none"> ○ Complete a Annual Hazard Review Form for your church (refer to page 80) ○ Rank hazards identified and correct them in accordance with the hierarchy of controls (refer to pages 20 - 21) ○ Make available Incident/hazard Review Forms to report hazards identified on church property (refer to page 23) 				
5.7	Control of Hazardous Substances	<ul style="list-style-type: none"> ○ Compile a list of hazardous substances that may be kept on the premises (refer to page 26) ○ Obtain Material Data Sheets MDS Information from the suppliers for any hazardous substances identified (e.g. photocopier and printer toner, cleaning chemicals) 				



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ACTION POINT	Electrical Installations and Equipment	<ul style="list-style-type: none"> ○ Ensure electrical contractors comply with contractor's equipment requirements above ○ Check that property is fitted with a residual current device (RCD) at the switchboard ○ Where there is no RCD ensure portable electrical equipment is protected by a RCD at the power socket ○ Tag-test electric lines if required 				
7.0	Emergency Response Training	<ul style="list-style-type: none"> ○ Develop a simple emergency response procedure and plan (refer to page 53) ○ Hold an evacuation drill at least annually – complete register (refer to page 55) ○ Explain use of fire fighting equipment to employees and voluntary workers or send on fire training course 				
8.0	Incident Reporting and Investigation	<ul style="list-style-type: none"> ○ Adopt the Incident/Hazard Report Form – WorkSafe NZ form. Instigate corrective action following a report (refer to page 59) ○ Ensure incident report forms are readily available and encourage reporting of all accidents and "near miss" incidents 				
ACTION POINT	Occupational Health Controls	<ul style="list-style-type: none"> ○ If there is any likelihood of persons sustaining prolonged exposure to noise or dust, seek professional advice ○ Establish if it is likely that asbestos is present within the church property. If not, no further action is needed. ○ If you have a/c systems see that regular maintenance is carried out 				
9.0	First Aid	<ul style="list-style-type: none"> ○ Ensure First Aid equipment available or notices to ring emergency services. (refer to page 63) 				



10.0	Contractors	<ul style="list-style-type: none"> ○ Establish a Register of Contractors that lists all the contractors you use (refer to page 67) ○ Provide a copy of the HSWA Policy document and Safety Rules to all contractors performing work on church property ○ Seek information from contractors – hazards ○ Show contractors the asbestos register if applicable ○ Highlight hazards ○ Ask what hazards they have that need to be advised to staff 				
ACTION POINT	Housekeeping	<ul style="list-style-type: none"> ○ Develop a housekeeping checklist ○ Complete checklist monthly ○ Document corrective action ○ Hold copies of completed checklist on file 				
ACTION POINT	Consultation and Participation	<ul style="list-style-type: none"> ○ Consult with employees / voluntary workers / interested parties on a regular basis ○ Leaders/ Members meetings provide an opportunity for consultation; place HSWA on agenda 				
ACTION POINT	Purchasing	<ul style="list-style-type: none"> ○ Ensure staff are trained and supervised correctly for use of purchases ○ Ensure suppliers demonstrate proper use of equipment 				
ACTION POINT	Notifications	<ul style="list-style-type: none"> ○ Advise your national office immediately and report worker injuries and the existence of dangerous occurrences to WorkSafe NZ (refer to page 59) 				



3.0 HEALTH & SAFETY STATEMENT

[The Church Name] believes that an effective Health & Safety management system is the key to a successful organisation; ethically, morally, spiritually, legally and financially. Through our active commitment to legislation compliance and most importantly, ensuring our workers and Church are safe, we will continuously look for opportunities to improve our performance and system whilst still following our Church values.

We aim to actively promote improvement through ensuring our staff and Management are equally committed, involved and supportive of our Health & Safety practices.

To achieve this we will ensure all workers and visitors are:

- Working together; taking reasonably practicable steps to ensure that any significant risks or hazards to workers are minimized, and workers are protected, where elimination is impracticable.
- Involved in identifying and controlling new and existing hazards and regularly monitoring these hazards within our facilities.
- Informed about accident and emergency procedures.
- Aware of their responsibilities to themselves, their fellow workers and the general public.
- Utilising the systems in place to record all incidents, near misses or injury.
- Promoting the provision of advice, information, education and training in relation to work health and safety.

Authorised & review by:

[Full Name]
[Position]



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4.0 TRAINING & INDUCTION

4.1 Overview

All existing workers should be appropriately trained and inducted into the H&S system as well as all new workers as they are employed, to ensure they understand and are aware of any risks or hazards. Also, to ensure they understand the processes involved and what their responsibilities are as an Officer, or as an individual.

Note: this includes any workers transferring to a new role or task.

Ensure that:

- H&S information, specific to the workplace, is available to all workers.
- Supervision to ensure they do not endanger themselves, others or equipment.
- Key messages are understood; adapted for language, literacy, ethnicities, culture, vision or hearing impaired or other variables.

WORKER ENGAGEMENT AND PARTICIPATION

- Forum to open communication and consultation.
- Put processes in place for development, monitoring and review.
- Workers are engaged and understand importance of their actions or inactions in relation to their own safety and that of others.
- Involve all workers at all levels, through team meetings.

TRAINING REGISTER

A register must be kept of all training, especially the H&S of the Officers and other workers. This should be reviewed annually to ensure your training is up to date and when certificates require renewing.



4.2 Training Register

[illegible]

5.0 RISK MANAGEMENT

5.1 Overview

Risk analysis is about keeping your workers and visitors safe by following processes to assess risks and hazards in the workplace. Once you assess the hazards, we look at how to identify what impact these will have and how likely anything could occur.

It is the Church as PCBU's responsibility to take all reasonably practicable steps to ensure that all hazards are identified, analysed and then, actions taken to eliminate or minimise any harm that could come from them.

Accountability must be shown and plans and dates made to complete action. Discussing these in team meetings, ensures everyone is aware, and action can be followed up and noted for the file.

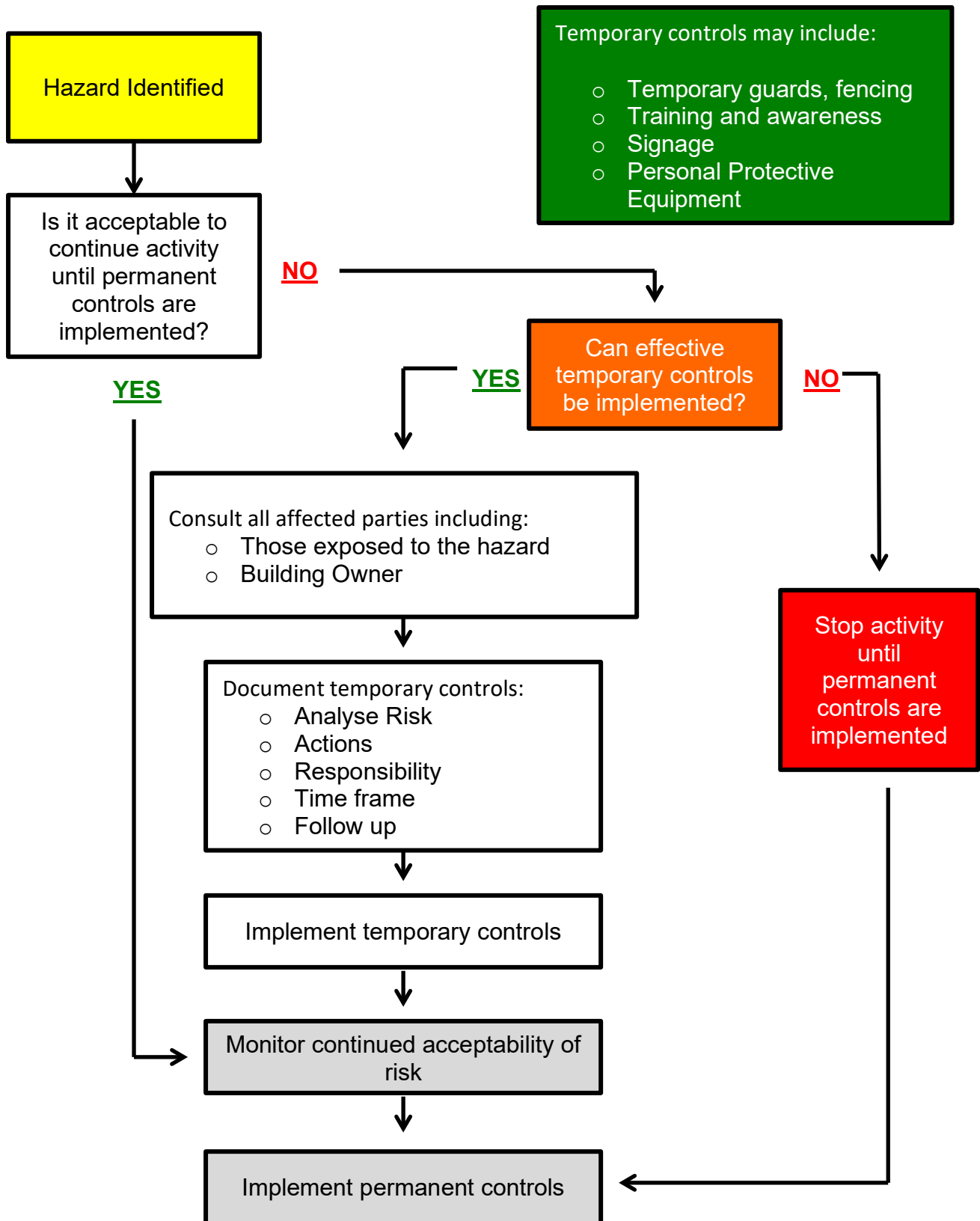
If there is a high risk of something occurring, then the Church (as PCBU) must show what actions they have done to identify, assess, eliminate or minimise and also how they advise workers and visitors to ensure they are aware.

This is called the Hierarchy of Control – utilising these following steps of Likelihood, Impact, and the Priority Chart to analyse which hazard has the highest risk and whether or not immediate action must occur to remedy this. Once actions have taken place, then a follow up assessment will identify if the actions have reduced the risk.

The following pages have an easy chart to show how to analyse this and your Hazard Register, which is a living document for you to list, amend and delete as you eliminate your hazards and risks. Some hazards will remain on it and you will have minimised the risk, but they still must be recorded and monitored.



5.2 Hazard Identification Flowchart



5.3 Step 1: Identify Hazards

HAZARD IDENTIFICATION PROCESS

1. Use inspection, audits, walk-through surveys and checklists to determine hazards

<ul style="list-style-type: none">○ Working environment○ Area used and its physical condition○ Workplace layout○ Location of material/equipment and distances moved○ Types of equipment used○ Energy hazards○ Hazards which could cause injury○ Hazards which could cause ill health○ Organisation environment	<ul style="list-style-type: none">○ Human factors○ Health, disabilities, fitness○ Protective clothing, equipment, footwear○ Manual Handling	<ul style="list-style-type: none">○ Tasks○ Task analysis○ Working postures and positions○ Duration and frequency of tasks○ Loads and forces involved○ Ladder repairs and maintenance
--	--	---

2. Analyse any 'near miss' accidents that may have been recorded in the incident and accident register or documented in the minutes from health and safety meetings



5.4 Step 2: Risk Assessment

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. The following considerations are made to establish risk using the likelihood and impact scales below.

LIKELIHOOD		
SCALE	SCORE	FREQUENCY OF ACCIDENT OR ILLNESS
Rare	1	May occur only in exceptional circumstances (e.g. less than 5% chance of occurring)
Unlikely	2	Could occur at some time (e.g. 5-29% chance of occurring)
Moderate	3	Should occur at some time (e.g. 30-59% chance of occurring)
Likely	4	Will probably occur in most circumstances (e.g. 60-79% chance of occurring)
Almost Certain	5	Will occur in most circumstances (e.g. 80%+ chance of occurring)

IMPACT		
SCALE	SCORE	SEVERITY OF ACCIDENT OR ILLNESS
Insignificant	1	Negligible injury or illness.
Minor	2	Minor injury or illness requiring minor first aid and/or less than 1 week's recovery.
Moderate	3	Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1 - 6 weeks' recovery.
Major	4	Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than 6 weeks' recovery.
Catastrophic	5	Injury or illness requires immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than 6 weeks'.

A risk assessment category (critical, high, moderate or low) for each hazard is compiled by using the chart below. **Hazards with the highest rating are given priority.**



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SUMMARY PRIORITY PROFILE					
IMPACT	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	LIKELIHOOD				

Note: Any risk score greater than moderate is deemed to be a significant hazard.

PRIORITY CHART		
PRIORITY SCORE	PRIORITY RATING	ACTION REQUIRED
0 - 1	Very Low	Recognise that risk exists but continue with activity.
2 - 3	Low	Consequences are insignificant. Manage by regular monitoring.
4 - 9	Medium	Consequences may be unacceptable and need management action to share and/or reduce likelihood/impact.
10 - 16	High	Consequences are unacceptable and need immediate management action to share and/or reduce likelihood/impact.
17 - 25	Very High	Consequences are too great. Continue only if there is a statutory duty or with approval of executive team.

Note: Impact x Likelihood = Priority



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5.5 Hazard Notification Form

Your name:	Date:	Location:	Notification to:
Description of hazard including significance in your opinion:		Any immediate action taken to mitigate: (please describe)	Your recommendations to control or eliminate the hazard:
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Signature of person notifying this hazard:			

Health and safety representative report including analysis and action taken:

LIKELIHOOD	<input type="text"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
X		
IMPACT	<input type="text"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
=		
PRIORITY	<input type="text"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Date entered into the hazard register:

Signature of Manager (or nominated person):

Please note: any worker who identifies a hazard should complete this form, for example a new hazard that is not entered into the hazard register or an existing hazard that has been entered into the hazard register that has not been correctly managed to eliminate or mitigate risk.



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HAZARD IDENTIFICATION

[illegible]

5.7 Working Bee Checklist

PREPARE BEFORE THE DAY

- What work is required to be done?
- Do you have sufficient people?
- Do you have the correct tools for the jobs?
- Is any special protective gear required?
- Do you need specialist tradespeople – are these in your volunteers?
- How long will each job take?
- How skilled do volunteers need to be?
- Is there equipment being used that requires training (e.g. a cherry picker)
- Is there a skip for rubbish disposal or some other means?
- Is there a need for Police Vetting?
- Is supervision of children necessary and if so, has this been arranged?
- Are food and refreshments provided and if so, has this been arranged?
- If the working bee is cancelled, how will you communicate this?

TIP: Consider taking photos to record the fun and the work completed for your Church newsletter or website.

ON THE DAY

- Have all volunteers been briefed?
 - Thanking them, advising jobs required, advising safety requirements; including any hazards, what is required for the day, who to report to, how to fill out incident reports, where the first aid kit is and who is first aid trained.
- Have you ensured volunteers are fit for the job they are doing.
 - E.g. the oldest volunteer shouldn't be lifting the heaviest table/equipment
- Have you ensured volunteers understand what is required
- Have supervisors been delegated to ensure their training, safety and understanding.
- Are regular breaks scheduled and are fluids available?
 - E.g. water or a cup of tea
- Has sunscreen been provided for those working outside?
- Are you consulting, co-operating and co-ordinating with volunteers throughout the day?
 - To help with this, ask other leaders to assist, but have one overall person in charge.

END OF DAY

- Has a debrief been organized with volunteers?
 - E.g. talk about what was achieved, any issues etc
- Review practices - what could be done differently?
- Has a record been kept so improvements can be made next time?
- Continuous improvement is the catch phrase and needs to be documented.



5.8 Hazardous Substances Management

DESCRIBE THE CHEMICAL	Trade Name		
	Generic Name		
	Type of Chemical (E.g. glyphosate, organophosphate)		
	UN Number		
	HSNO Classifications (Explosive, flammable, toxic, corrosive, oxidising, eco toxic)		
	Form (Gas, liquid, solid, gel, powder)		
STORAGE	Quantity Stored		
	Type of Container		
	Storage Location		
HAZARDS AND RISKS	Potential Harm		
	Controls & Information	Required	In Place
	Safety Data Sheet		
	Protective Safety Equipment		
	Training		
	Health Monitoring		
	Secure Storage		
	Segregation		
	Labelling		
	Signage		
	Emergency Response Plan		
	Bunding		
	Test Certificates		
	Approved Handler/CSL holder Name:		
	Signature & Date:		
	Reviewed by & Date:		



6.0 H&S POLICIES

6.1 Overview

DEVELOPING A HEALTH AND SAFETY POLICY

Ideally the statement should be written by the people within your organisation – they know the organisation best and how it operates. You can seek assistance and advice externally, but essentially, it should be a policy that is appropriate to the needs of your business. Involve your staff in putting the policy together. As well as benefiting from their day-to-day experience of the job, doing so will give you a better chance of getting their commitment to carry out the aims of the policy.

SETTING OUT A POLICY

You can decide on how the policy should be set out. It should be set out in such a way that makes it clear to everyone what is expected of them to comply with the requirements of the policy. In a small organisation it's likely that a simple statement will be suitable. It's also likely that the organisation section of the policy will contain only one or two names, as most of the responsibilities will be allocated to those people.

INFORMING WORKERS

There are various ways to bring the policy to the attention of workers. If it is short enough, you may decide to give e-mail each worker. Or you could post copies on notice boards or in appropriate places. Whatever you choose to do, you must make sure that you bring the policy to the attention of all workers.

MONITORING AND REVIEW

Monitoring that the policy is still effective is vital. There are many ways that this can be done, including carrying out spot checks or safety inspections using prepared checklists. More formally, effective monitoring can be achieved through audits and by reviewing management reports and accident investigations.

WHY WE NEED POLICIES

You have identified the hazards, the next step is to eliminate or minimise them. With having policies in place you are training your workers to be aware and minimise these hazards. We have examples following this page to get you started.

EXAMPLES

This is not an exhaustive list. You need to review your hazards and discuss if a policy is required. This ensures a clear understanding of expectations for both you and the workers in your care. These policies have come from the hazards you have identified and the policy is setting the standards.



6.2 Discomfort Pain Injury (DPI) Prevention Policy

BACKGROUND

Discomfort Pain Injury (known as DPI) has been previously referred to as Occupational Overuse Syndrome (known as OOS), which was earlier referred to as Repetitive Strain Injury (known as RSI).

POLICY STATEMENT

Discomfort Pain Injury (DPI) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Every case of DPI has the potential to be classified as a significant hazard because the condition may cause 'Serious Harm'. Therefore the risk factors for DPI need to be controlled by eliminating the hazard if at all possible, or else by isolating or minimising the hazard.

PURPOSE

To provide systems and procedures for proactively managing the risk factors that may contribute to a range of occupational overuse type conditions.

RESPONSIBILITIES

The [Manager or Designated Person] is responsible for:

- Taking all practical steps to ensure that there is compliance with the WORKSAFE NZ Code of Practice (COP) for Visual Display Units
- Ensuring all workers at risk attend a DPI awareness training session in their first month of employment and as required thereafter
- Encouraging workers to report any work-related pain to the [Manager or Designated Person] as early as possible
- Ensuring the work environment of any workers who do develop symptoms is monitored and all practicable steps are taken to remedy any deficiencies
- Facilitating an early return to work for any worker who has been absent through an DPI related injury where possible

Workers are responsible for:

- Reading the DPI awareness information and attending training where required
- Adjusting workstation equipment to maintain a comfortable body position
- Taking breaks away from the workstation and practicing micro-pauses as appropriate



- Reporting early symptoms to the [Manager or Designated Person] – preferably before visiting a doctor
- Participating in an early return to work programme if applicable

PROCEDURE

Pre-employment procedures

The [Manager or Designated Person] will seek to establish if the prospective worker suffers from any gradual process injury that a particular job may aggravate or contribute to by checking the statement on the application form. Laptop computers should not be chosen for continuous use at work unless they are plugged into a conventional monitor and/or keyboard.

Existing workers

Individual workers should adjust their own workstation to maintain a comfortable working position, vary tasks, practice micro-pauses and take other breaks. They must report any problems to the health and safety representative, who in turn may request a full workstation assessment from a properly trained workstation assessor. The workstation assessor will work with the worker to recommend changes or adjustments and will provide a brief summary of findings to the worker and the [Manager or Designated Person].

Early warning symptoms should not be ignored in the hope that the pain will go away. If discomfort during work activities persists for more than a few days, action should be taken. By taking action, individuals will be making important progress with regards to stopping the symptoms from worsening and developing into a possibly serious and long-term condition.

Standards

Approved Code of Practice for the Use of Visual Display Units in the Place of Work; Guidelines to the Selection and Purchase of Workstation Furniture and Equipment.

References

The Health and Safety in Employment Act (1992) and Amendment, the current Approved Code of Practice for the Use of Visual Display Units in the Place of Work published by the WORKSAFE NZ service of the Ministry of Business, Innovation and Employment, Guidelines to the Selection and Purchase of Workstation Furniture and Equipment, the Accident Reporting and Rehabilitation Policy, Record of Accident/Incident/Serious Harm



6.3 Smoke-Free Working Environment

POLICY STATEMENT

It is a requirement of the Smoke-free Environments Act 1990 that all PCBUs have a written policy on smoking for all areas occupied by the PCBU and frequented by workers.

[The Church Name] management recognises that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences. [The Church Name] supports a safe and healthy environment.

PURPOSE

This policy was developed to meet the requirements of the Smoke-free Environments Act 1990 and the Smoke-free Amendment Act 2003 and is based on the following principles:

1. Everyone is entitled to a smoke-free environment in all areas normally used for work.
2. Everyone who does not smoke, or who does not wish to smoke in their place of work, must, as far as is reasonably practicable, be protected from tobacco smoke in their place of work.
3. The implementation of this policy depends on everyone responding courteously to the desire for a smoke free environment.

RESPONSIBILITIES

The [Manager or Designated Person] is responsible for:

- The maintenance of smoke-free signage.

All workers are responsible for:

- Adhering to all aspects of the smoke-free working environment policy

PROCEDURE

Smoke-free buildings

- Smoking in buildings is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property. In the event that a worker chooses to smoke, a designated area, such as a sheltered balcony outside of the premises, should be used.

Passive smoking

- Smoking is permitted in outside areas, providing the smoker keeps their distance from people and opens windows and doors within their close proximity to aid in the protection of others with regards to smoke drift and passive smoking.

Complaints

- Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the [Manager or Designated Person].



6.4 Stress at Work

POLICY STATEMENT

[The Church Name] recognises the responsibility of the PCBU to actively reduce and manage stress in the workplace. Stress may arise from both personal and organisational sources. [The Church Name] clearly has a degree of control only over the latter, and these guidelines provide a framework for stress management in the workplace.

PURPOSE

To assist all workers to understand the causes of stress, and work together in ways that encourage positive responses to work demands. To enable workers to identify indicators or symptoms of stress and to assess the extent to which they or other individuals are responding positively or negatively. To encourage the [Manager or Designated Person] and workers to seek information and early assistance in managing their own stress in a constructive way. To provide information and advice regarding the causes and impact of stress in the work environment, and offer ways for managing stress positively. To have procedures for dealing with negative stress or distress effectively.

RESPONSIBILITIES

The [Manager or Designated Person] is responsible for:

- Facilitating training and information for the [Manager or Designated Person] in effective management practices and styles, covering the nature of stress, and promoting responsible prevention and rehabilitation attitudes towards it as determined by the [Manager or Designated Person]
- Providing up-to-date and accessible information on stress
- Adjusting the physical environment, the workload, task design, pacing of work and work schedules to alleviate significant stress/distress for an individual, in full consultation with the individual concerned
- Making free specialist counselling available for workers

All workers are responsible for (where applicable):

- Managing your time and realistically prioritising tasks
- Taking regular, necessary breaks during the day
- Taking your annual leave
- Taking leave accrued as time in lieu as soon as practicable
- Not working excessively long hours
- Discussing with your [Manager or Designated Person] the issues that are causing you stress, along with any suggested solutions
- Seeking advice and help from others – talk to partners, friends, colleagues, a professional counsellor or your [Manager or Designated Person] if possible.



BACKGROUND INFORMATION FOR WORKERS

“Stress arises when a person’s capabilities are overwhelmed by demands”

Every day, individuals are confronted with a variety of demands or ‘stressors’. These may arise from either personal sources (e.g. ill-health, marital discord, family problems, financial uncertainty, or from institutional sources such as work overload or underload, role conflict, lack of control or physical environment). Stressors produce a biochemical response in the body which prepare the body to do what is essential during a stressful situation (in preparation for fight or flight).

The stress response is highly functional and can lead to elevated performance, through constructive and creative responses, increased and well-directed energy, improved morale and motivation, and increased efficiency and effectiveness. Where an individual is exposed to demands that are too intense, frequent or chronic, the stress response can create unhealthy, destructive outcomes (e.g. cardiovascular disease or depression).

There are wide individual differences in the way we each respond to stressors, and therefore the optimum stress load that maximises performance varies by individual and by task. (The Yerkes-Dodson Law refers to the fact that performance increases with increasing stress loads up to an optimum point, and when the stress load becomes too great, performance decreases.)

COMMON SIGNS

Some common signs of stress in individuals are:

- Headaches, feeling tired, or having difficulty sleeping
- Worrying a lot, feeling anxious and tense for no explained reason
- Having difficulty concentrating, finding it hard to make decisions
- Lower level of confidence, making mistakes, forgetting things
- Feeling impatient and irritable, drinking more alcohol, smoking more.

“Stress is inevitable: distress is not”

CATEGORIES

Organisational stressors can be grouped into four categories:

Physical: The physical environment in which one works (e.g. temperature, office design, noise, lighting).

Task: The nature of the work itself, the specific activities assigned to the worker (e.g. reception, budget management).

Role: The expectations that others have of one’s role and its function within the organization (e.g. conflicting or ambiguous expectations).

Interpersonal: The social, personal and working relationships that exist.



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PREVENTION

- Allow workers to participate in collaborative decision making.
- Allow workers to exercise as much autonomy and control as is practical.
- Provide training to enable work to be done most effectively.
- Consider job design, job descriptions and performance targets with the aim of reducing unnecessary stressors.
- Consult with workers to identify stressors in the workplace.
- Promote activities that make the workplace healthier, more stimulating and more fun.
- Carefully match people to jobs by considering their individual skills, capabilities and needs.

EARLY INTERVENTION

- Act immediately if a worker seems overly stressed.
- Explore whether their stress is in any way job related, discuss ways of alleviating it in the short term initially, and then focus on the sources of stress to consider long-term solutions.
- Short-term solutions could include sharing tasks amongst other workers, taking leave, or adopting flexible or reduced hours.
- Long-term solutions should aim to eliminate or minimise the cause of stress where possible – the preventative strategies outlined above should be used.

REFERENCES

The Health and Safety in Employment Act 1992 and Amendment



6.5 Fatigue at Work

POLICY STATEMENT

[The Church Name] is responsible for providing safe systems of work. All workers share in the responsibility to minimise and manage the adverse effects of work related fatigue.

PURPOSE

Ensure a safe and healthy working environment free of work-related injury or illness; minimise the risks of persons presenting for work or conducting work while impaired; establish appropriate steps to manage persons who are effected by fatigue; and encourage persons affected by fatigue to seek assistance.

RESPONSIBILITIES

The [Manager or Designated Person] is responsible for:

- Establishing and maintaining a fatigue management framework to ensure that personnel are fit for duty
- Preventing or minimising the effects caused by workload
- Maintaining the privacy and confidentiality of those participating in fatigue management programs

Workers are responsible for:

- Workers at all levels within [The Church Name] are responsible for the implementation of this policy
- Workers, contractors and all others described as workers are responsible for ensuring they are fit for duty by complying with this Policy and the procedure
- Ultimately, to successfully control the risks associated with fatigue in the workplace, it is up to each individual to recognise the symptoms of fatigue, obtain adequate sleep and ensure they and others affected by fatigue seek assistance
- Workers are obligated to let the PCBU or the [Manager or Designated Person] know if fatigue is occurring at any given time

INFORMATION FOR WORKERS

Fatigue, also referred to as tiredness, exhaustion, lethargy, and listlessness, describes a physical and/or mental state of being tired and weak. Although physical and mental fatigue are different, the two often exist together - if a person is physically exhausted for long enough, they will also be mentally tired. When somebody experiences physical fatigue, it means they cannot continue functioning at their normal levels of physical ability. Mental fatigue, however, is more slanted towards feeling sleepy and being unable to concentrate properly.

“Nearly everyone struggles with being overtired or overworked from time to time. Such instances of temporary fatigue usually have an identifiable cause and a likely remedy.”



TYPES OF FATIGUE

Physical fatigue: Physical fatigue is when a person's muscles cannot do things as easily as they used to. Climbing stairs or carrying laden supermarket bags may be much harder than before. Physical fatigue is also known as muscle weakness or lack of strength.

Psychological (mental) fatigue: Psychological fatigue makes concentrating much harder. When symptoms of mental fatigue are severe, the person affected might not want to get out of bed in the morning or perform his/her daily activities. Mental fatigue often appears together with physical fatigue, but not always. People may feel sleepy, have a decreased level of consciousness, and in some cases show signs similar to that of an intoxicated state. Mental fatigue may be life threatening, especially when the sufferer has to perform tasks, such as driving a vehicle or operating heavy machinery.

CONTRIBUTING FACTORS

A person's level of fatigue may be compromised or heightened by:

- Spending long periods of time awake
- Inadequate or insufficient quality of sleep over an extended period
- The type of work performed and work environment
- Workload, length of the shift and previous shifts worked
- The time of day or night worked
- The time taken to travel to and from work
- Consumption of alcohol
- The use of drugs (prescription, non- prescription, illicit or other)
- Their general level of fitness and/or medical condition
- Stress

DEFINITIONS

Fatigue: Means weariness from bodily or mental exertion.

SOURCES OF FURTHER INFORMATION

<http://www.webmd.com/a-to-z-guides/weakness-and-fatigue-topic-overview>

http://www.onhealth.com/fatigue_health/article.htm

http://www.helpguide.org/mental/burnout_signs_symptoms.htm

<http://www.medicinenet.com/fatigue/page3.htm>



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6.6 Lock Up Procedures

PURPOSE

To provide consistent procedures for dealing with situations in which workers must secure the safety of the premises, confidential material and workers when locking up.

RESPONSIBILITIES

The [Manager or Designated Person] is responsible for:

- Ensuring the workers are aware of the procedures when locking up the premise and when working alone
- Providing a policy which outlines the lock up procedures
- Making sure all workers are trained and aware of what their responsibilities are when securing the office
- Providing workers with sound knowledge of security around the office

Workers are responsible for:

- Following the below stated lock up procedure at all times.

PROCEDURES

State Your Lockup Procedures

SOURCES OF FURTHER INFORMATION

http://www.goriskresources.com/Docs/Shared/ps_checklist_security.pdf

http://www.cambs-police.org.uk/crimeprevention/business/docs/Self%20assessment%20checklist_v2.pdf

<http://locknet.com/lockbytes/excerpts/physical-security-audit-checklist/>



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6.7 Safe Driving

PURPOSE

To ensure that workers who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times and to maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users as well as reduce the impact of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

SCOPE

The policy is applicable to all workers driving both personal and company vehicles for work purposes.

RESPONSIBILITIES

The [Manager or Designated Person] is responsible for encouraging safe driving by:

- Forbidding the use of mobile phones in vehicles while driving, except when using hands free devices
- Encouraging regular breaks while driving
- Ensuring the PCBU is informed if existing workers become unlicensed
- Providing Defensive Driving Training (state if this is **not** applicable)
- Providing an instruction card in all vehicles in the event of an accident
- Providing a first aid kit for each organisation vehicle

Workers are responsible for:

- Ensuring they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle
- Paying for all speeding or infringement fines obtained
- Immediately notifying their [Manager or Designated Person] if their driver licence has been suspended or cancelled or has had limitations placed upon it
- Being responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- Displaying the highest level of professional conduct when driving a company vehicle



- Complying with traffic legislation when driving
- Assessing hazards while driving and anticipate 'what if' scenarios
- Driving within the legal speed limits, including driving to the conditions
- Wearing a safety belt at all times
- Never driving under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- For adhering to the legal requirements for driving with regards to the use of substances (e.g. alcohol and other) – to do so will result in disciplinary measures
- Avoiding distraction when driving – the driver will adjust car stereos/navigation devices/mirrors etc. before setting off, or pull over safely in order to do so

If a worker is driving their own vehicle for the purposes of work, the same policies apply. In addition:

- The car must be legally registered, warranted and insured for the purposes of work – the worker must show evidence of this on request
- The worker must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts

DEFINITIONS

Vehicle: Any means in or by which someone travels or something is carried or conveyed; a means of conveyance or transport: a motor vehicle; space vehicles.

SOURCES OF FURTHER INFORMATION

<http://www.nzta.govt.nz/resources/roadcode/>

<http://www.newzealand.com/int/feature/driving-road-rules-and-safety/>

<http://www.newzealand.com/int/feature/driving-in-new-zealand/>

<http://www.nzta.govt.nz/resources/roadcode/about-driving/dealing-with-hazards.html>

<http://www.aa.co.nz/about/safety-on-the-roads/decade-of-action/four-ways-to-be-a-safer-driver/>



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6.8 Harassment & Bullying

PURPOSE

The purpose of this policy is to support a workplace that is free from harassment, discrimination and bullying.

SCOPE

This applies to all workers whether at the workplace of [The Church Name] or out in the field at other workplaces, as the work requires.

HARASSMENT

Harassment is prohibited. Harassment occurs when someone is made to feel intimidated, insulted, or humiliated because of:

- Age
- Disability
- Sexual preference
- Religion
- Skin colour or ethnicity
- Gender including pregnancy, marital status, family/carer's responsibilities
- Or any other characteristic specified under anti-discrimination or human rights legislation

EXAMPLES OF HARASSMENT

- Telling insulting jokes about particular racial groups or genders
- Sending offensive or insulting emails
- Displaying offensive posters or screen savers
- Making derogatory comments about someone's race or religion

SEXUAL HARASSMENT

Sexual harassment is also prohibited. It includes any unwanted sexually related behaviour that, in the circumstances a reasonable person would be offended, humiliated or intimidated by. Usually harassment and sexual harassment constitute an ongoing series of events, however legally, just one act can constitute harassment.



EXAMPLES OF SEXUAL HARASSMENT

- Making obscene or sexually suggestive remarks or jokes
- Intrusive enquires into a worker's private life
- Unwanted body touching or physically molesting a person

DISCRIMINATION

Discrimination occurs when someone or a group of people is treated less favourably or unfairly because of their:

- Disability
- Race or religion
- Age
- Gender including pregnancy, marital status, family/carer's responsibilities

This list is not exhaustive.

Workplace discrimination can occur during the following activities and circumstances:

- Recruitment and selection of workers
- Terms, conditions and benefits offered through employment
- Who is offered training and what sort of training is offered
- Who is considered and selected for transfer, promotion, retrenchment or dismissal

As well as being against the law, discrimination in the workplace is also against the organisations policies and values.

WORKPLACE BULLYING

Workplace bullying is a form of harassment that, until recently, fell outside most current legal definitions of discrimination and harassment. It relates to a misuse or abuse of power in relationships between people. It includes the repeated less favourable treatment of a person by another or others in the workplace. It includes behaviour that intimidates, offends, degrades or humiliates a person, and is unreasonable in the circumstances.



EXAMPLES OF WORKPLACE BULLYING

Physical:

- Swearing
- Shouting
- Slamming doors

Psychological:

- Silent treatment
- Assigning meaningless tasks unrelated to the position
- Deliberately withholding information needed for effective work performance

BULLYING IS NOT...

Reasonable management action including:

- Setting reasonable performance goals, standards and deadlines
- Providing constructive feedback on work performance or behaviours
- Following counselling or disciplinary policies and procedures
- Differences of opinion
- Poor or bad management practices
- An interpersonal conflict
- A one-off incident (e.g., outburst of temper)

VICTIMISATION

Victimisation is defined as a person or group of people retaliating or making reprisals including dismissing or harming the employment of those who submit a complaint about harassment, bullying or discrimination. Victimisation is prohibited behaviour and persons who victimise others may be subject to prosecution similar to that for bullying or harassment.

DEFINITIONS

Bullying: means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s), even though it may not be unlawful.



Harassment: means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident but it is so significant that it adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment.

RESPONSIBILITIES

The [Manager or Designated Person] is responsible for:

- Providing a safe working environment free from discrimination and harassment

All workers are responsible for:

- Avoiding behaviours which may be perceived by others as bullying or harassment
- Raising concerns about any behaviours of other workers which they perceive as bullying and harassment
- Reporting harassment directly affecting them to their [Manager or Designated Person]
- Helping create a safe working environment free from discrimination and harassment by reporting harassment directed towards other people within the workplace
- Ensuring they do not harass or discriminate against any person within the workplace

HARASSMENT REPORTING PROCESS

The process to report harassment, bullying or discrimination within the workplace is as follows:

1. Report to your [Manager or Designated Person] as soon as it occurs
2. If you are not comfortable advising your [Manager or Designated Person], directly contact someone holding a senior management position within the organisation.
3. An investigation into this behaviour will be actioned.
4. You will be advised of the process as it happens.

FURTHER SOURCES OF INFORMATION

<http://www.legislation.govt.nz/act/public/1997/0092/latest/DLM417078.html> - Harassment Act 1997

<http://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html> - Human Rights Act 1993

<http://www.legislation.govt.nz/act/public/1961/0043/latest/DLM327382.html> - Crimes Act 1961

<http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html> - Privacy Act 1993



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6.9 Disruptive Persons

POLICY STATEMENT

Workers are to understand how to protect themselves if a situation, beyond their control, arises.

RESPONSIBILITIES

The [Manager or Designated Person] is responsible for:

- Ensuring workers are aware that this kind of behavior will not be tolerated and they are to feel that their safety and health is paramount to the PCBU
- Taking reasonably practicable steps to ensure workers are aware of what to do to protect themselves should the need arise
- Providing assistance as required at the time of an incident and during rehabilitation, as required

Workers are responsible for:

- Ensuring their own actions or inactions do not harm themselves or others
- Being aware of policy and who to gain assistance from when required
- Providing information if they feel unsafe with any client or at any client premises
- Reporting any incident that occurs and completing incident forms for the H&S register and advising the [Manager or Designated Person] as soon as practicable

INFORMATION FOR WORKERS

Workers are not expected to take verbal or physical abuse from any person. If a situation arises within the workplace boundaries, you are to follow the procedures outlined below:

- Remove yourself from the incident and get into a safe position; and/or
- Call for help; and/or
- Call 111 for Police assistance (or ambulance if required); and/or
- Phone the office and advise the situation, ask if any other workers can assist or are able to collect you or your car if required

SOURCES OF FURTHER INFORMATION

<http://www.victimsupport.org.nz>

<http://www.police.govt.nz/contact-us/how-report-crime>



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6.10 Manual Handling

PURPOSE

To provide a starting point for the identification, assessment, prevention and control of hazards and risks associated with manual handling in the workplace.

SCOPE

The policy is applicable to all workers.

RESPONSIBILITIES

The [Manager or Designated Person] is responsible for:

- Identifying the manual handling tasks that are likely to be a risk to health and safety, re-assessing the risks on a regular basis, taking steps to control those risks and reviewing the effects of controls. The code of practice for manual handling provides a method that can be used to analyse such tasks in order to establish the healthiest and safest ways of preventing harm to workers
- Providing information and training for workers about the hazards they are exposed to or that they may create and what controls are in place

Workers are responsible for:

- Taking all reasonable and necessary precautions for their own health and safety and that of others, when carrying out manual handling tasks
- Being familiar with current best practice for manual handling, including use of equipment

DEFINITIONS

The Code of Practice for Manual Handling published jointly in June 2001 by WORKSAFE NZ and ACC defines manual handling as: **“Any activity requiring a person to lift, lower, push, pull, carry, throw, move, restrain, hold, or otherwise handle any animate, or inanimate object”**.

SOURCES OF FURTHER INFORMATION

Information relating to manual handling can be found in the following:

Code of Practice for Manual Handling WORKSAFE NZ (Ministry of Business, Innovation and Employment and ACC)

Manual Handling Hazard Control Record (Worksheet, WORKSAFE NZ and ACC)

Manual Handling: A Work Book (Department of Labour)

Helpful Advice on Managing Your Acute Low Back Pain (ACC)

Active and Working (National Health Committee and ACC)

Acute Low Back Pain Management (National Health Committee and ACC)



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6.11 Rehabilitation Policy

POLICY STATEMENT

[The Church Name] is committed to initiating vocational rehabilitation programmes whenever appropriate for work-related personal injury and for non-work personal injury (excludes contracted workers who fall outside the definition of 'worker'). The aim is to assist optimum recovery, early return to work and resumption of the workers normal lifestyle without undue delay. The benefits of rehabilitation are greatest when the process is begun as soon as possible.

Workers are expected to participate fully in their own rehabilitation programme, which will be established through a consultative approach. The injured person is entitled to support, advice and representation from their nominated representative. Medical information will be obtained with formal consent from the workers and will be treated confidentially.

PURPOSE

To proactively manage the early return of workers, through planned rehabilitation, to as normal a life as possible, having regard to the consequences of the personal injury.

SCOPE

The policy is applicable to all workers.

RESPONSIBILITIES

The [Manager or Designated Person] is responsible for:

- Identifying suitable alternative duties, where possible, to enable an early return to work for the worker
- Confirming that a rehabilitation plan is established, if appropriate, following a lost time accident
- Monitoring the workers progress towards recovery and the suitability of the alternative duties and/or rehabilitation programme
- Taking steps to see that appropriate levels of confidentiality are maintained consistently with the principles of the Privacy Act 1993
- Reviewing health and safety management after a critical event, or if there is a change in work procedures or health and safety policy
- Acting as the health and safety representative and person responsible for liaison with ACC on behalf of your organisation



Workers are responsible for:

- Participating in an appropriate rehabilitation programme, including a return to work programme which requires alternative duties or partial hours
- Providing ongoing medical certificates to the [Manager or Designated Person].

PROCEDURE

Early return to work for full-time and part-time workers

A worker who has experienced work-related personal injury and who has taken time off to recover will be supported in a return to work programme as early as possible and in accordance with medical advice. This involves a partnership between the worker and the [Manager or Designated Person], medical treatment providers and others as appropriate. At any stage the worker can choose to be accompanied by a representative or support person. An early return to work may involve a modification of the person's working environment, alternative duties for a temporary period, and/or changes to the normal hours of work.

Medical information

The worker must give a copy of their completed ACC forms and/or medical certificate, from the treatment provider (this must be a registered medical practitioner if lost time is involved), to the [Manager or Designated Person].

The medical certificate will state the workers capacity or incapacity for work and specify a date for review (second visit) by the treatment provider. Selected or restricted activities may also be specified for a certain period of time. If the injured person is off work for more than seven consecutive days they must provide a medical certificate confirming they are 'fit for work' to the [Manager or Designated Person].

Capacity to work and the provision of alternative duties

The provision of suitable alternative duties is an essential part of rehabilitation. Alternative duties are aimed at providing appropriate and productive work while a worker rehabilitates to his/her former role. This is a proactive approach to enable workers to return to work as quickly as possible and maximise the chances of full recovery.

The [Manager or Designated Person], in consultation with others as appropriate, will try to identify suitable alternative duties after considering:

- The nature and severity of the illness/injury
- The medical information provided and the restrictions imposed by treatment providers
- The previous work undertaken by the worker
- The predicted timeframe for rehabilitation (if known).



Regular review

The [Manager or Designated Person] will review the rehabilitation programme in consultation with the worker at regular intervals, usually every 2 weeks, involving others as appropriate. Where uncertainty exists regarding the suitability of duties being performed or where the progress of a worker is slower than anticipated, the [Manager or Designated Person] will seek additional professional assistance as appropriate.

ALTERNATIVE PLACEMENT OR PERMANENT DISABLEMENT

Where at any point it becomes clear that a worker will be unable or is unlikely to return to former duties as a result of work-related personal injury, [The Church Name] will explore the possibility of suitable alternatives with the worker.

When a worker's personal injury is so severe that it prevents him/her from returning to their former position and all available options have been fully explored, then termination of employment will be considered in accordance with the relevant employment agreement.

DEFINITIONS

Rehabilitation: means a process of active change and support with the goal of restoring the workers health, independence and participation to the maximum extent practicable. It comprises treatment, social rehabilitation and vocational rehabilitation.

Rehabilitation Plan: means an individualised rehabilitation programme to facilitate the early and safe return of the worker to the same or equivalent duties as those previously performed on a long-term basis.

Alternative Duties: are early return to work interventions. They may include alternative work, or other forms of action appropriate for the worker. These duties are a temporary modification of the worker's work tasks. They must not aggravate the personal injury or delay healing, must be compatible with the business of the organisation, and be subject to regular review. A worker may be fit for alternative duties from the occurrence of the personal injury or when improvement has occurred following a period of being unfit for work.

Serious Harm: means resulting in a condition that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function and/or any harm that causes the person to be hospitalised for a period of 48 hours or more.

REFERENCES

Injury Prevention, Rehabilitation, and Compensation Act 2001, Privacy Act 1993, Human Rights Act 1993, Health and Safety in Employment Act 1992 and Amendment



6.12 Personal Protective Equipment (PPE)

SCOPE

Selection of PPE should be made after considering Risk and Safety needs. PPE should provide protection against particular hazards for which they are selected.

PURPOSE

The purpose of the Personal Protective Equipment Policy is to protect the workers of [The Church Name] from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our workers and that such use will lessen the likelihood of occupational injury and/or illness.

RESPONSIBILITIES

The PCBU is responsible for:

- Ensuring the worker has a safe and healthy environment
- Ensuring all practicable steps are taken so that no worker is exposed to harm in the workplace
- Ensuring, with the safety gear supplier, that the equipment meets a recognised safety standard and is fit for purpose
- Providing PPE in respect of hazards identified and to monitor and replace as necessary

Factors to consider when providing PPE

- Chemical hazards – physical hazards
- Task requirements – potential for PPE failure
- Maintenance requirements
- Interferences
- PPE durability
- Duration of use



- Regulatory requirements/certification
- User's size and physical abilities (fitting, comfort and individual needs)
- User acceptance
- Provide training and supervision to ensure PPE is being used appropriately
- Regularly check that safety gear is being used as well as effectiveness and whether or not it is properly maintained
- **Reviewing, updating, and conducting PPE hazard assessments whenever new equipment is used** or there has been an accident

The Worker is responsible for:

- Properly wearing PPE as required
- Attending training and understanding what PPE is required and why
- Complying with Policy requirements and instructions from the PCBU
- Ensuring PPE is maintained properly and kept clean

Note: Workers who repeatedly disregard and do not follow PPE policies and rules will be subjected to the disciplinary process

THINGS TO CONSIDER WHEN SELECTING PPE

When selecting PPE, utilise the following considerations as a basic directive:

- **Application:** What part of the body is being protected?
- **Chemical Resistance:** Will material maintain its structural integrity and protective qualities?
- **Strength:** Is the material resistant to punctures, tears, and abrasions?
- **Flexibility:** Does PPE provide the necessary dexterity?
- **Thermal Limits:** Does clothing maintain its mobility and protective capacity in temperature extremes?
- **Cleanable:** Can material be easily cleaned and reused?
- **Longevity:** Will clothing resist aging?



7.0 EMERGENCY MANAGEMENT

7.1 Overview

Documented emergency plans must identify any potential situation that meets the relevant emergency service requirements. Once practiced, all emergency procedures should be debriefed and continuous improvement noted and shared with the group.

Plans must be implemented and communicated to the Church.

Designated fire wardens and first aiders are essential.

Emergency signage should be clear and obvious.

Periodic testing of emergency procedures should be:

- Documented and verified
- Debriefed and areas of improvement noted for the next drill
- Communicated

DO I NEED AN APPROVED EVACUATION SCHEME?

A building owner must ensure the building complies with the Fire Service Act 1975 ("Act") and the Fire Safety and Evacuation of Buildings Regulations 2006 ("Regulations").

Some buildings, if they are used in whole or part for one or more of the following purposes, must have an approved evacuation scheme:

1. The gathering together, for any purpose, of 100 or more persons
2. Providing employment facilities for 10 or more persons
3. Providing accommodation for more than 5 persons (other than in 3 or fewer household units)
4. A place where hazardous substances are present in quantities exceeding the prescribed minimum amounts (set out in schedule 2 of the regulations), whatever the purpose for which the building is used
5. Providing early childhood facilities (other than in a household unit)
6. Providing nursing, medical, or geriatric care (other than in a household unit)
7. Providing specialised care for people with disabilities (other than in a household unit)
8. Providing accommodation for persons under lawful detention (not being persons subject to home detention)

Owners of buildings with an automatic sprinkler system (which meets the criteria set out in the regulations) and which are only used for either 2 or 3 (but not both of those uses) do not need an approved scheme. However, owners of those buildings must give the National Commander notice that the building does not need an evacuation scheme, in the form set out in the regulations notification, that a scheme is not required.

Source:

<https://onlineservices.fire.org.nz/Home/EvacuationSchemes#DoIneedanevacuationscheme>



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OTHER QUESTIONS

What is a voluntary scheme?

If the building is not a relevant building because it is not used for one or more of the uses listed in section 21A of the Fire Service Act 1975, then the application is voluntary. Owners of buildings that are not relevant buildings may apply for Fire Service approval of an evacuation scheme.

What is an evacuation procedure?

An evacuation procedure is a plan that describes how occupants will escape to a place of safety if there is a fire (or suspected fire).

Evacuation procedures do not need Fire Service approval. The requirements for evacuation procedures are set out in Part 1 of the Fire Safety and Evacuation of Buildings Regulations 2006. Most buildings other than dwellings must at least have an evacuation procedure in place, but if a building is a relevant building (see FAQ 'What is a relevant building?') then the building owner must provide and maintain an approved evacuation scheme.

What is a relevant building?

Under section 21A of the Fire Service Act 1975 relevant building means a building or part of a building used for one or more of the following purposes:

- The gathering together, for any purpose, of 100 or more persons;
- Providing employment facilities for 10 or more persons;
- Providing accommodation for more than 5 persons (other than in 3 or fewer household units);
- A place where hazardous substances are present in quantities exceeding the prescribed minimum amounts, whatever the purpose for which the building is used:
- Providing early childhood facilities (other than in a household unit);
- Providing nursing, medical, or geriatric care (other than in a household unit);
- Providing specialised care for persons with disabilities (other than in a household unit);
- Providing accommodation for persons under lawful detention (not being persons serving a sentence of home detention, or Church detention, or serving a sentence of imprisonment on home detention, or on parole subject to residential restrictions imposed under section 15 of the Parole Act 2002).

Source: <https://onlineservices.fire.org.nz/Home/FAQ#evacschemefaq>



Do I need a visitors sign in book and what is its relevance?

Every Church office should have a Visitors' Book prominently displayed at Reception. You should ensure that all visitors to your premises sign in with their details. There are a number of reasons why this is important, particularly for safety reasons; this procedure will enable you to keep track of who is in the building, and where they are. This will be important in times of emergency evacuation of the premises or a fire safety incident. It might also be of help if there were an incident affecting personal security.

'Personal security' covers issues such as violence and aggression in the workplace, whether from employers, fellow employees, visitors or the public. This would be a rare event, but something to be aware of.

When you practice your emergency evacuation, or a real one happens, you can use your visitors book to check that everyone is out or has left the premises. You are not to go in looking for them – the Fire Warden, should already have done a sweep of the building. However, if you think someone is still inside, you can advise the Fire Service and let them handle it.

This will also become a record of when your contractors arrive to complete their work and when they leave.



7.2 Evacuation Plan & Procedures

In the case of an emergency such as fire, earthquake or other event requiring evacuation, all occupants of any buildings or related facilities shall cease activities immediately and move to the evacuation area, via the safest route (assemble at designated area – which is clearly sign-posted).

PLEASE MEET AT:

**YOU WILL BE NOTIFIED OF AN EMERGENCY
BY THE SOUNDING OF THE FIRE ALARM
(IF DIFFERENT, PLEASE STATE HOW:**

The Fire Warden will contact the emergency services. The Fire Warden is:

A copy of the evacuation plan, identifying your location, will be displayed in a prominent place within the facilities and at any other buildings on site at all times.

Please note: visitors are the responsibility of the person they have called in to see.



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7.3 Contacting Emergency Services

For emergency services **dial [number needed to dial out if required] for an outside line** then 111 and ask for the service you require:

FIRE

AMBULANCE

POLICE

Stay calm, give your name, details of the emergency, and street address.

You are at the address:

FIRE

If you discover a fire:

- Activate the alarm and dial [number needed to dial out if required] for an outside line, then dial 111
- Alert people in your area and the warden [Name Person] or the [Manager or Designated Person]
- Do not extinguish the fire unless there is no personal danger to you or anyone else
- If time permits and there is no danger, close all doors and window
- Evacuate the building following the evacuation procedure or scheme
- After evacuation, meet at the assembly point

If the fire alarm sounds:

- Walk quickly to your nearest exit (do **not** use lifts)
- Make sure any visitors leave the building with you
- Do not stop to take personal items with you
- Keep to the left of the stairs
- Meet at the assembly area – [Note the Assembly Area] – and report to the building or floor warden



7.4 Evacuation Plan Testing Record

DATE CONDUCTED	PARTICIPATING PEOPLE	TIME TAKEN TO EVACUATE	ANY ISSUES IDENTIFIED	DATE OF NEXT PLANNED EVAC TEST
/ /		:		
/ /		:		
/ /		:		
/ /		:		
/ /		:		



8.0 INCIDENT MANAGEMENT

8.1 Overview

Incident Management covers off the process to record and investigate any incidents that have occurred in the work place to workers and/or visitors. These incidents may be accidents, incidents or near misses.

ACCIDENT

Any unexpected, unplanned or undesired event or circumstance that has a negative implication; it results in harm to people, loss of life (notifiable events), or damage to property.

NEAR MISS

An unexpected and unplanned event or series of events that did not result in injury, illness, or damage to property, equipment, materials or the environment – but had the potential to do so under slightly different circumstances. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

INCIDENT

An event or series of events that has taken place or occurred which may or may not have resulted in a near miss or accident.

KEY DIFFERENCE

All accidents are incidents, and all near misses are incidents, but not all incidents result in near misses or accidents.

SUMMARY

The following pages give you a better understanding of completing these forms, understanding why and ensuring you have processes in place for workers to record, and advise. Then the Church as PCBU will investigate, record on hazard register if required, then advise all workers so they are aware of the hazard and risk to themselves.

All incidents, including the near misses must be investigated and followed up. Research has proven that near misses, can result in the build up to an incident that causes incidents to become a higher risk, with higher damage or more severe injuries.



8.2 Notifiable Event; Incidents; Injury or Illness

OVERVIEW

A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for work-related personal injury prevention and management. Early reporting is essential to this process and [The Church Name] has a specific accident reporting and investigation form that must be used in the event of all work accidents, incidents and DPI type conditions.

You must notify your National Office of any notifiable events or incidents that occur so they are able to guide you in what steps to take.

A worker injured at work who needs medical treatment must provide [The Church Name] with a copy of the completed ACC forms and, if time off work is also required, must provide a medical certificate.

PURPOSE

To provide consistent procedures for recording and investigating work-related incidents and accidents and to set out the work-related personal injury claim process.

RESPONSIBILITIES

The PCBU is responsible for:

- Preventing accidents and injury by providing a safe and healthy work environment
- Taking all reasonably practicable steps to see that all workers are aware of the accident reporting system, know where to obtain the appropriate form and how to report such events when they occur
- Arranging appropriate first aid and emergency care (or other assistance) where required if an accident does occur
- Acting as the health and safety representative, including liaison with ACC and investigation of workplace injury or accident

All workers are responsible for:

- Observing any established health and safety procedure that relates to the work performed
- Participating in relevant health and safety training (e.g. DPI prevention, manual handling)
- Accurately reporting and documenting all accidents, incidents and observed hazards to the [Manager or Designated Person]
- Obtaining initial medical treatment from a registered treatment provider of his/her choice – this must be a registered medical practitioner if lost time is involved
- Providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner, to the [Manager or Designated Person]



PROCEDURES

Record of accident/incident/serious harm

The Health and Safety at Work Act 2015 places requirements on PCBU's to record and investigate accidents. "Serious harm" accidents must be reported, in writing, using the prescribed form, to the Occupational Safety and Health Service of WorkSafe NZ as soon as possible.

The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence.

[The Church Name] accident/incident/serious harm form is the same as the WorkSafe NZ Notification of Accident form.

ACCIDENT/INCIDENT REPORTING INVESTIGATION

In the event of "serious harm" or a significant hazard the [Manager or Designated Person] must be advised immediately along with your national body and WorkSafe NZ must be advised.

The [Manager or Designated Person] should:

- Ensure receipt of all relevant information (incident forms, ACC forms and medical certificates as applicable)
- Initiate and carry out an investigation. This must commence within 12 working hours of the event concerned
- Ensure any hazard that is identified as the cause of the event is eliminated or minimised in accordance with the requirements of the Health and Safety at Work Act 2015
- Ensure all corrective actions that have been identified are carried out within the specified timeframes
- The investigation report will be reviewed by the [Manager or Designated Person] to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled in accordance with the requirements of the Act

When events result in "serious harm", take the following steps:

- Make sure anyone injured or suspected of injury has received medical attention if necessary. Contact your National Office for guidance.
- Contact WorkSafe NZ, as quickly as possible, as per their requirements
- Isolate and protect the scene. Do not interfere with the accident scene without the permission of an inspector from WorkSafe NZ

FURTHER INFORMATION

For further understanding of notifiable event, notifiable incident and notifiable injury or illness, please refer to these links which direct you to relevant sections of the HSWA:.

<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976868.html>

<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976877.html>

<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976880.html>



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FORM OF REGISTER OR NOTIFICATION OF CIRCUMSTANCES OF ACCIDENT OR SERIOUS HARM

WORKSAFE
NEW ZEALAND | ROKU KAWHIAU
AOTEAROA

Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992. For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable.

1. Particulars of employer, self-employed person or principal: (business name, postal address and telephone number)

2. The person reporting is:

☐ an employer ☐ a principal ☐ a self-employed person

3. Location of place of work:

(shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft)

4. Personal data of injured person:

Name:

Residential address:

Date of birth: DD / MM / YEAR Sex: (M/F)

5. Occupation or job title of injured person: (employees and self-employed persons only)

--

6. The injured person is:

☐ an employer ☐ a contractor (self-employed person)
☐ self ☐ other

7. Period of employment of injured person: (employees only)

☐ 1st week ☐ 1st month ☐ 1-6 months
☐ 6 months-1 year ☐ 1-5 years ☐ over 5 years
☐ non-employee

8. Treatment of injury:

☐ none ☐ first aid only
☐ doctor but no hospitalisation ☐ hospitalisation

9. Time and date of accident/serious harm:

Time: (am/pm)

Date: DD / MM / YEAR

Shift: ☐ day ☐ afternoon ☐ night

Hours worked since arrival at work:
(employees and self-employed persons only)

10. Mechanism of accident/ serious harm:

☐ fall, trip or slip ☐ heat, radiation or energy
☐ hitting objects with part of the body
☐ biological factors ☐ sound or pressure
☐ chemicals or other substances ☐ mental stress
☐ being hit by moving objects ☐ body stressing

11. Agency of accident/ serious harm:

☐ machinery or (mainly) fixed plant
☐ mobile plant or transport
☐ powered equipment, tool, or appliance
☐ non-powered handtool, appliance, or equipment
☐ chemical or chemical product
☐ material or substance
☐ environmental exposure (eg dust, gas)
☐ animal, human or biological agency
(other than bacteria or virus)
☐ bacteria or virus

WORKSAFE NEW ZEALAND

Email: seriousharm.notification@worksafe.govt.nz Fax: 09 984 4115
Phone: 0800 030 040 Post: The Registrar, WorkSafe NZ, PO Box 105-146, Auckland 1143

New Zealand Government

☐ head ☐ neck ☐ trunk ☐ upper limb

☐ lower limb ☐ multiple locations

☐ systemic internal organs

(specify all)

14. Where and how did the accident/serious harm happen?
(if not enough room attach separate sheet or sheets.)

(a) Has an investigation been carried out? ☐ yes ☐ no

- (b) Was a significant hazard involved? ☐ yes ☐ no

Date: DD / MM / YEAR

Name:
(capitals)

Position:
(capitals)

ACCIDENT INVESTIGATION FORM

Name of organisation:

Branch/department:

1. Particulars of Accident

Date of Accident: DD / MM / YEAR

Time:

Location:

Date Reported: DD / MM / YEAR

2. The Injured Person

Name:

Address:

Date of Birth: DD / MM / YEAR

Phone Number:

Length of employment – at plant: on job:

Type of Injury:

- ☐ Bruising ☐ Dislocation ☐ Strain/sprain
☐ Scratch/abrasion ☐ Internal ☐ Fracture
☐ Amputation ☐ Foreign body ☐ Laceration/cut
☐ Burn/scald ☐ Chemical reaction

☐ Other (specify)

Injured part of body:

Comments:

3. Damaged Property

Property or material damaged:

Nature of damage:

Object/substance causing damage:

4. The Accident

Description:

Describe what happened.

If this was a vehicle accident, add a drawing of the accident scene on the other side of this page.

Analysis:

What caused the accident?

How serious could it have been?

☐ Minor ☐ Serious ☐ Very serious

How often is this likely to happen again?

☐ Not often ☐ Occasionally ☐ Often

Prevention:

What action has or will be taken to stop another accident like this happening?

Tick items already actioned.

Write below if you need more space.

ACTION	TICK	BY WHOM	WHEN

5. Treatment and Investigation of Accident

Type of treatment given:

Name of person giving first aid:

Doctor/Hospital:

Accident investigated by:

Date: DD / MM / YEAR

WorkSafe advised: ☐ Yes ☐ No

Date: DD / MM / YEAR

9.0 FIRST AID

9.1 Overview

POLICY STATEMENT

[The Church Name] has a responsibility to take “reasonably practicable” steps in providing effective first aid arrangements.

PURPOSE

To ensure safe, consistent and immediate care is taken when first aid may be required in the workplace.

RESPONSIBILITIES

The [Manager or Designated Person] is responsible for:

- Ensuring appropriate first aid supplies are provided at the [The Church Name] office.
- Ensuring that first aid supplies are accessible to workers at the office
- Being the designated first aid representative for [The Church Name]
- Holding a current and appropriate first aid certificate or other equivalent qualification
- Ensuring a first aid register form and incident and accident register is completed in the event that first aid is rendered



FIRST AID REGISTER

Use this form to record details when first aid treatment is given.

Worker's Name	
Department/Work Area	
Date of Treatment	
Time of Treatment	
First Aider	
Description of Injury	
Treatment Provided	
First aid items used	
Reminder: replace any first aid items used	

If this is a work-related accident, please complete your organisation's Accident Report Form or WorkSafe NZ's *Form of Register or Notification of Circumstances of Accident or Serious Harm*.

10.0 CONTRACTORS AND SUB-CONTRACTORS

10.1 Overview

A PCBU means, in terms of engaging contractors, a person who or that engages any person, other than as a worker, to do any work for gain or reward. This has changed in the new Act, contractors are now incorporated in the 'Worker' definition. However, further checks are required to be taken to ensure reasonably practicable steps are taken for safety in the workplace.

10.2 Steps to a Successful Contractor Relationship

1. Pre Work Safety Checks

- H&S considerations, check their safety record, assessing their H&S Management plan

2. Correct Licences

- Certificates/membership for registered professions, working at Height Permits

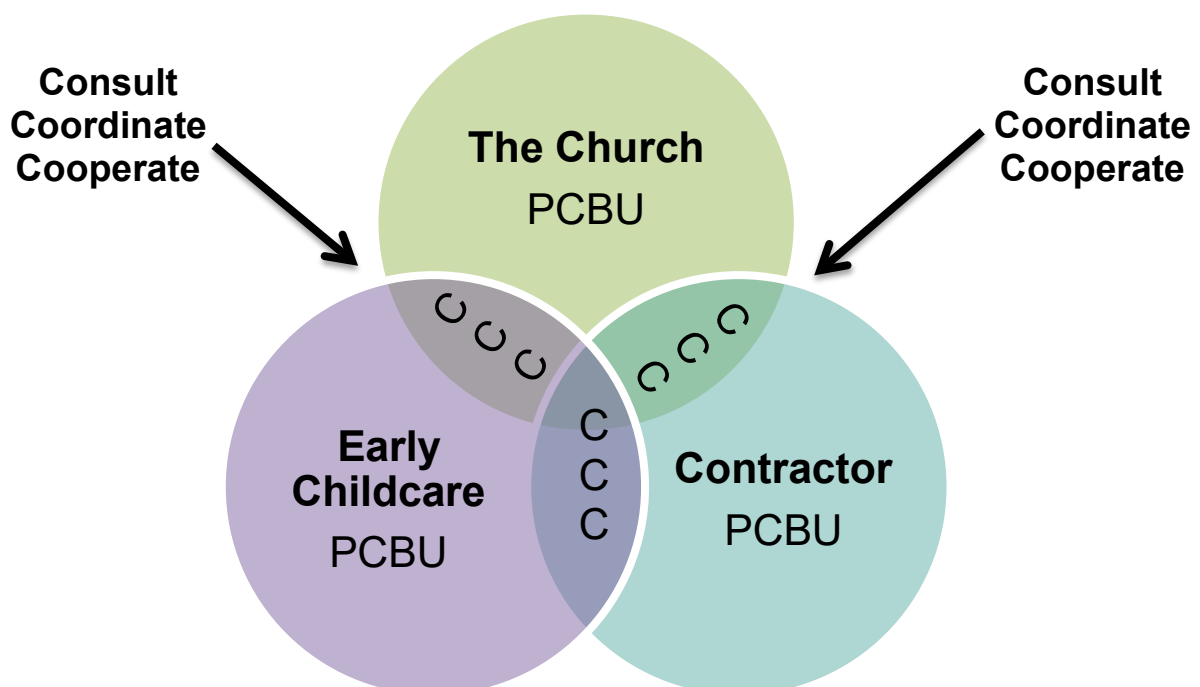
3. Inductions

4. Safety and Health Performance Assessment

- Are they doing what they said they were doing, is correct Personal Protective Equipment (PPE) gear being worn, are your workers in any danger from their work, are your workers aware of safety issues?

10.3 Multi PCBU's

The below shows an example of how each group will have a duty of care and must consult, coordinate and cooperate together as multiple PCBU's.



10.4 Contractors Obligations

HEALTH & SAFETY CONSIDERATIONS WHEN DEALING WITH CONTRACTORS

Church personnel who are responsible for ensuring the safety and health provisions of a contractor should consider the following points as a guideline, however, for large projects, always gain professional advice.

- Have we clearly identified the nature of the project and the type of contractors that we will require?
- Will the contractor be wholly or partly dependent on [Manager or Designated Person] organisation's knowledge and experience? If so, have we provided the contractor with all the relevant information?
- Does the contractor know and understand the organisation's safety, health and environmental policies and practices?
- Have we satisfied ourselves of the contractors ability to carry out our requirements in those fields?
- Have all environmental hazards and health and safety hazards, associated with the contracted activity been identified and communicated to the contractor?
- Have suitable arrangements been made for the disposal of waste products, effluents and similar?
- Have suitable arrangements been made to deal with emergencies that may arise during the contract?

Have we taken into account the possible cost to the church that might arise from negligence or incorrect action by the contractor, bearing in mind:

- Whether it is likely that liability will be assigned to the [Manager or Designated Person]
- Any insurance cover afforded to the contractor by the company; and
- Whether the contractor carries adequate insurance against his/her own liabilities
- Have suitable safety and health standards been established for the contract and have they been communicated to the contractor?
- How can we motivate the contractor to provide good performance in safety and health management?
- Have effective means of monitoring and assessing the contractor's performance been established and are these covered in the contract?
- Have clear reporting lines been established for all specified events and OSH activity reports

The extent of control required for contractors and subcontractors will be dependent on the level of risk relating to the type of work being performed:

Low risk: Contractor/subcontractor to sign in/out with emergency and hazard briefings. (*E.g. The person replacing the water cooler, photocopier*). Induct low risk people.

Medium risk: Completion of a Safe Work Permit – this will include any working at heights, confined space entry or minor construction works where employee/workers and the general public may be at risk. (*E.g. trades people, repairs and maintenance*). Complete induction process and request H&S plan for work involved and approved licences/permits.

High risk: Formal safety plan to be submitted by the contractor and/or formal contract document put in place – this can include major construction work. Seek professional advice during the planning stages of the project, well before work is commenced.

10.5 Contractors Register

Specifics	Work Type	Contact Person	Phone	H&S Plan	Inducted	Date
Phones	Low Risk					
Photocopier	Low risk					
Coffee Machine						
IT						
Electrical						
Plumber						

ESTABLISH SAFETY AND HEALTH DOCUMENTATION FOR CONTRACTORS

Put accountability and responsibility onto the contractor for their safety performance by using suitable documentation.



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10.6 Consult, Cooperate & Coordinate with the Contractor

This could be used for smaller companies or individuals engaged to perform minor work (i.e. electricians, plumbers, couriers or small one off projects).

This type of agreement should include as a minimum the following items:

- Where to park
- Who to report to
- Hazards which may be encountered
- Compliance with legislation/site rules
- Other relevant task related items
- Prohibited and restricted areas
- Security
- What to do during an emergency
- Accident reporting requirements



10.7 Contractors Safety Plan

The aim of the contractors safety and health management plan is to provide a safe work environment, safe work practices and the prevention of harm to all persons working on, visiting or in the vicinity of any of the contractors activities associated with the project.

You need to establish criteria against which to carry out an objective assessment and this should include the following:

- Is the plan relevant for the project?
- Is it up to date?
- Does it show how compliance to the Health and Safety Work Act 2015 and [The Church Name]s safety as well as health policies and site rules being adhered to?
- Does it show what checks, inspections or other safety and health performance assessments will be carried out by the contractor?

Process

1. Establish the critical points you need check it against in relation to the type and nature of the project. Remember, you are setting the standards for the contractor's safety and health performance during the contract period.
2. Ensure that when required, items are verified. For example, if a permit licence or certificate of competence is required, ensure that it is seen and is current and of the correct nature.
3. After the first assessment of the contractors safety and health management plan, if sufficient information has not been supplied or further information has not been supplied or further documentation or material is sought, ensure the request is made in writing and a time frame is set for when it must be supplied by.
4. On receipt of the new information, carry out an assessment of it as per the criteria you have set.
5. Before allowing the contractor to commence any work on the project, ensure they are notified in writing that their safety and health management plan for the project has been approved.



10.8 Contractor Control, Safety and Health Performance Assessment

The written word (contract) is far from being the complete answer to safe contractor operations. Appropriate supervision is essential throughout the contractors execution of work. This can be achieved by regular inspections and spot checks and the contract should empower the organisation to do this.

The amount of supervision required is as determined by local circumstances as well as the type, nature and contract length.

Management of contractors can be achieved through a broad range of mechanisms. Depending on the nature and risk of the work, organisations generally require some or all of the following activities to be carried out on site, either by their own workers or by the contractors and in some cases, jointly.

1. Induction and training of contractors workers (with refreshers for long-term contracts)
2. Inspection of plant and/or equipment and/or associated licences
3. Pre-start safety system check
4. Keeping contractor workers informed of OSH requirements, hazards and procedures
5. Attendance of all contractors at site safety meetings
6. Hazard/risk management and incident and accident reporting
7. Regular site inspections by the contractor, or site management, or jointly (contractors safe work procedures are checked)
8. Monthly reports from contractors on safety performance (for medium to high risk contacts)
9. Regular internal and/or external audits of contractors safety and health management plan (proof that plan is being implemented)
10. Feedback to contractors on their OSH performance
11. Non-compliance and non-conformance action. For example, holding back payment until the required action is taken
12. Periodic review and updating of contractors safety and health management plan and targets, jointly by contractors and site management
13. Regular reports to senior management on OSH performance of contractors



If the contractor is found to be working unsafely or in an environmentally unsatisfactory manner at any time, he/she should be advised accordingly by the [Manager or Designated Person] and called upon to take immediate corrective action. If need be, depending on the degree of risk involved, work should, with regard to the contract, not constitute breaches sufficient to destroy the contract. Each serious violation by the contractor should be duly recorded and written notice sent to the contractor.

Emphasis should, at all times, be laid on the importance the organisation attaches to occupational health, safety and environmental conservation. The contractor should be made aware that non-compliance may adversely affect his/her qualification for future work with the organisation.

It should be made clear to the contractor that his/her safety/environmental protection record and the efficiency of his/her reporting system in relation to these matters, will be taken into account when new contracts are under consideration.

Establish a list of the critical items for on-going assessment of the contractors safety standards and performance.

Set pre-determined time frames for the assessments, by whom and where.

After the assessment, request any changes or improvements in writing.

Give clear details of what is wanted and by when.

Give an acknowledgement of good safety practices and behaviour



10.9 Provision of Information to the Contractor

It is important that relevant and up to date information is provided to the contractor before the start of the contract and as required during the contract.

Identification of the type and nature of the information to be provided should be established at an early stage.

A record of what information was provided to whom and the date on which it was handed to the contractor should be kept in the safety and health project file.

Before:

- [Manager or Designated Person]'s safety and health standards
- What the contractor will be assessed on
- All reporting that the contractor must make to the [Manager or Designated Person].
- Times, dates and venue for safety meetings

During:

- Changes to safety and health standards
- Changes to environmental standards
- Accident/Incident occurrences
- New injury prevention strategies

Final Checks:

1. Ensure all information, safety programmes or plans have been assessed and verified and meet the standards required.
2. Provide an induction regarding site safety, health and environmental protection requirements to the contractor and the contractors workers. Have this signed and included in your health & safety register.
3. Provide a briefing for the contractor regarding main points of the project site safety and health standards, requirements and the ongoing safety and health performance assessments that will be undertaken.
4. If you are using a pre-start checklist or guide, have all the items on your list/guide been signed off as being actioned/verified.
5. Make sure each contractor has a clear understanding of the safety and health accountabilities and responsibilities that will be required of them during the contract. This is most important when there are multiple contractors working on the site.
6. Offer assistance to those contractors who need it in relation to conforming with the safety and health standards and requirements.
7. Maintain an open door policy for the contractors on safety and health.



10.10 Contractors Agreement

Date _____

Full Name _____

Position _____

Company Name _____

Company Address _____

Dear First Name _____

Re: **Contract for** _____

To comply with the Health and Safety at Work Act 2015, we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Plan that includes:

- Safety policy;
- Hazards and the risk management controls;
- Accident reporting procedures

2. Contractors are reminded that all work is subject to the provisions of the Health and Safety in Employment Act 1992. In particular:

- Contractors are to comply with all regulations, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate;
- We, as the [Manager or Designated Person]s, are to be advised of any and all hazardous plant, equipment, machinery or substances which are brought into the workplace;
- All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is;
- Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required in the Health and Safety at Work Act 2015 are to be reported to us, [The Church Name].
- All safety clothing/equipment required to minimise the risk of injury is to be provided for, accessible to and used by any person engaged in the workplace.

3. Before commencing work on our premises, all contractors must ensure that any workers, subcontractors or any other individual of the contractor, on our premises, are conversant with Induction on Site, Permit to Work:

- Emergency procedures (to be followed in the event of an emergency);
- Safety rules and procedures;
- Hazards which have been identified and the hazard controls.

4. We as [The Church Name], retain the right to inspect the contract operation at any time (copy of Contractor Safety Performance Assessment is attached), to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being terminated immediately.

I agree to abide by all of the above conditions, on behalf of:

Contractor's Name: _____

Contractor's Signature: _____

Date: _____

Contact Phone: _____

Sign the attached copy and return with your Health and Safety Management Plan / Manual; Permit to Work form

NB: EXAMPLE ONLY – SEEK LEGAL ADVICE PRIOR TO ENTERING AGREEMENTS



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10.11 Site Induction

Name:

Company:

Level of Safety Training:

Your site contact person is:

Please take note of the following:	Acknowledgement
Entering and departing <ul style="list-style-type: none"> You should sign in and out each time you enter the premises. Display your identification pass prominently. 	<input type="checkbox"/>
First Aid / First Aiders <ul style="list-style-type: none"> The first aid kit is controlled by first aiders and a list of first aiders is available. Ask any workers to locate a first aider where required. 	<input type="checkbox"/>
Fire Emergency Procedure <ul style="list-style-type: none"> In the case of a fire, please follow the fire evacuation procedures. These procedures are clearly displayed and you must fully familiarise yourself with them. Fire extinguishers are available and should be used in accordance with the fire emergency procedures. Ensure that access/egress areas are at all times kept clear. 	<input type="checkbox"/>
Hazard Register <ul style="list-style-type: none"> While you are on the premises, you are required to adhere to all hazard controls in the hazard register. Take special note of the usage of PPE. This hazard register is available from the [Manager or Designated Person] and where you sign in/out. 	<input type="checkbox"/>



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Accident and Incident Reporting

- If you are involved in an accident/incident, report it to your site contact person.
- Ask the contact person to point out where the accident register is kept.
- Ensure that you complete the accident register fully.
- Take instructions from your site contact person (e.g. to provide information during an accident investigation etc).
- Report the accident to your own PCBU as well.

☐

Hazard Identification and Near Miss Reporting

- If you see anything that could cause, or has the potential to cause harm or a near miss occurs (anything that was narrowly avoided), report it to your site contact person.
- Ask the contact person to point out where the hazard identification forms are kept and complete this fully.

☐

Company Equipment

- The usage of other equipment (e.g. ladders, trolleys etc) may only be used under the supervision of an appointed worker. (Supervision does not mean permanent presence – the worker remains in control).
- If a worker is not available, do not use the equipment.

☐

Personal Protective Equipment (PPE)

- When requested, wear all PPE provided in the areas and circumstances pointed out to you by your site contact person or any other worker.

☐

Restricted Areas

- You are only allowed in specifically appointed areas and may not enter any restricted areas. Please note the signage in the store.
- If you need to move stock from a restricted area to display areas, discuss it with your site contact person, who will assist you in this regard.

☐

It is no excuse to enter a restricted area if no worker is available to assist you.



<p>Rubbish Disposal</p> <ul style="list-style-type: none"> ○ All cardboard boxes and other rubbish should be put in the designated areas. These areas are pointed out to you. 	<input type="checkbox"/>
<p>Creating a Short-Term Hazard</p> <ul style="list-style-type: none"> ○ If you need to create a short-term hazard, inform the appropriate supervisor and take all practicable steps to control the hazard. ○ Follow any instructions from workers in this regards. 	<input type="checkbox"/>
<p>Permanent or Long-Term Hazards</p> <ul style="list-style-type: none"> ○ If you identify or create a long-term hazard, inform your site contact person of the hazard. ○ Ensure your site contact person fully understands the implications – reporting does not absolve you from your responsibility to not cause harm to others. 	<input type="checkbox"/>
<p>I hereby acknowledge that I have been inducted in all the above, understand the hazards associated with the premises, had the opportunity to ask questions and I understand all the safety requirements.</p>	<p>Signed for and on behalf of [The Church Name]</p>
<p>Contractor:</p>	<p>Full Name:</p>
<p>Signature:</p>	<p>Signature:</p>
<p>Date:</p>	<p>Date:</p>
<div data-bbox="478 2020 571 2114" data-label="Image"> </div> <div data-bbox="582 2036 1070 2096" data-label="Page-Footer"> <p>InterChurch Bureau</p> </div>	

10.12 Contractor Safety Performance Assessment

Contractor	Company								
	Site Supervisor or Responsible Person								
Reason for Assessment	Pre-start		Annual review		Random Check		Complaint		Post Contract

Assessment conducted by:

Duration of Contract:	Long-term Contract		Defined/Specific Task Contract	
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Aspect	Performance		Areas requiring Improvement
Has the Contractors Permit to Perform work been completed?	Yes	No	
Have all contractors on site been site inducted?	Yes	No	
Is all equipment being used in a safe manner?	Yes	No	
Is appropriate PPE being used ? <i>(Check with the contractor if additional PPE is required above and beyond what is listed in the safety rules)</i>	Yes	No	
Is the contractor, in general, working safely?	Yes	No	
Are hazards being controlled/managed appropriately?	Yes	No	
Is the safety of [The Church Name]'s workers and others ensured?	Yes	No	
Are all workers aware of safety issues?	Yes	No	

Any other issues requiring attention or correction?

All actions completed and reassessed?	Yes	No	Comments:
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Signed:

Dated:



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11.0 H&S MEETING MINUTES

MONTHLY / QUARTERLY MEETING

DATE:	START TIME:	FINISH TIME:
LOCATION:	ATTENDEES:	CC MINUTES TO:

AGENDA	ISSUES	ACTION TO BE TAKEN	BY WHO	BY WHEN	DATE COMPLTD
Matters Arising from Previous Minutes					
Accidents/Incidents					
Hazards					
Training					
New issues/ Audits Completed					
Next Meeting					



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12.0 BUILDING SAFETY CHECKLIST

Use this checklist to assist you in maintaining compliance with Part 1 of the Fire Safety and Evacuation of Buildings Regulations 1992. This checklist is **not** intended to be used to satisfy the requirements of your Compliance Schedule.

DATE: _____ NAME: _____

ITEM	YES	NO
Are all smoke and fire doors able to move freely, in good working order and not held open by non-complying devices (wedges, hooks etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Are all escape routes clear of obstructions (rubbish, storage etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire action notices, exit signs and arrows in place and visible?	<input type="checkbox"/>	<input type="checkbox"/>
Do exit doors open easily without the use of a key when the building is occupied?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire hose reels in good condition and not visually or physically obstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire extinguishers in good condition and not visually or physically obstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Has all fire fighting equipment been serviced in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire alarm manual call points clear and not obstructed?	<input type="checkbox"/>	<input type="checkbox"/>

HOUSEKEEPING	YES	NO
Is flammable storage appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Is floor/area tidy and neat?	<input type="checkbox"/>	<input type="checkbox"/>
Is all rubbish removed?	<input type="checkbox"/>	<input type="checkbox"/>
Is the building warrant of fitness current? (If applicable) Expire Date: / /	<input type="checkbox"/>	<input type="checkbox"/>
Have all previously noted faults been rectified?	<input type="checkbox"/>	<input type="checkbox"/>

DEFECT	DATE RECTIFIED
	/ /
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13.0 ANNUAL H&S REVIEW PLAN

HEALTH & SAFETY SYSTEM	POLICY COMPONENTS	REVIEW DATE
Employer commitment to health and safety	<ul style="list-style-type: none"> ○ Review outline of health and safety programme (objectives) ○ Review employer commitment including employer and employee responsibilities ○ Volunteers ○ Acknowledgment of and cross-reference to relevant legislation ○ Check quality systems that support health and safety such as internal audit 	<ul style="list-style-type: none"> ○ Yearly ○ Yearly ○ As required ○ Yearly ○ Yearly
Hazard identification and management	<ul style="list-style-type: none"> ○ Hazard identification process and risk analysis ○ Managing hazards ○ Manual handling training ○ Check forms for hazard identification and analysis available 	<ul style="list-style-type: none"> ○ Quarterly ○ As required ○ Quarterly ○ Monthly
Accident reporting and management	<ul style="list-style-type: none"> ○ Review definitions of accident and serious harm ○ Review procedures for investigating and recording accidents ○ Check forms for recording accidents and investigations available 	<ul style="list-style-type: none"> ○ Monthly ○ Monthly ○ Monthly
Emergency planning and readiness	<ul style="list-style-type: none"> ○ Check first aid supplies ○ Review disaster management plan ○ Practice emergency plan 	<ul style="list-style-type: none"> ○ As required ○ Yearly ○ Yearly
Worker information, training and supervision	<ul style="list-style-type: none"> ○ Induction process and training ○ Worker responsibilities ○ Review ongoing training and worker development plan 	<ul style="list-style-type: none"> ○ As required ○ As required ○ Yearly
Worker involvement	<ul style="list-style-type: none"> ○ Review employee participation ○ Cross reference to health and safety issues in all team meetings 	<ul style="list-style-type: none"> ○ Monthly ○ Monthly
Contractors and visitors	<ul style="list-style-type: none"> ○ Definitions ○ Processes to ensure safety while on-site ○ Responsibilities 	<ul style="list-style-type: none"> ○ As required ○ As required ○ As required
Event management	<ul style="list-style-type: none"> ○ Health and safety off-site ○ Responsibilities and functional relationships with other stakeholders ○ Checklists managing risk – event management 	<ul style="list-style-type: none"> ○ As required ○ As required ○ As required



13.1 Review Plan – Yearly Calendar

JAN	Review outline of health and safety programme (objectives) and employer commitment including employer and employee responsibilities	Review definitions of accident and serious harm	Check sufficient forms available for H&S	Ensure workers are educated and involved with H&S at least monthly
FEB	Acknowledgment of and cross-reference to relevant legislation	Review investigations and recording accidents		Ensure workers are educated and involved with H&S at least monthly
MAR	Check quality systems that support health and safety such as internal audit		Manual handling training	Ensure workers are educated and involved with H&S at least monthly
APR	Review disaster management plan	Review definitions of accident and serious harm	Check sufficient forms available for H&S	Ensure workers are educated and involved with H&S at least monthly
MAY	Practice emergency training	Review investigations and recording accidents		Ensure workers are educated and involved with H&S at least monthly
JUN	Hazard identification process and risk analysis			Ensure workers are educated and involved with H&S at least monthly
JUL	Manual handling training	Review definitions of accident and serious harm	Check sufficient forms available for H&S	Ensure workers are educated and involved with H&S at least monthly
AUG	Cross reference to health and safety issues in all team meetings	Review investigations and recording accidents		Ensure workers are educated and involved with H&S at least monthly
SEP	Hazard identification process and risk analysis			Ensure workers are educated and involved with H&S at least monthly
OCT	Manual handling training	Review definitions of accident and serious harm	Check sufficient forms available for H&S	Ensure workers are educated and involved with H&S at least monthly
NOV	Cross reference to health and safety issues in all team meetings	Review investigations and recording accidents	Review emergency planning	Ensure workers are educated and involved with H&S at least monthly
DEC	Cross reference to health and safety issues in all team meetings	Review procedures for investigating and recording accidents		Ensure workers are educated and involved with H&S at least monthly



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14.0 WORKER ACKNOWLEDGEMENT

I have read and understood this Health and Safety Manual. In particular:

Hazards and risks I may be exposed to; accident / incident reporting requirements; what I am required to report and ensure that no omission of actions of my own will harm either myself or others in the workplace; and I have a clear understanding of the emergency evacuation procedures.

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Signed: _____ **Date:** _____

Name: _____ **Position:** _____



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15.0 ASSISTING CHECKLISTS

15.1 Back to Basics Checklist

Do we have a manual/policy?

- If not, who will take charge of this?
- If so, is it specific to our church and premises – what do we need to add to personalize it?
- Have we assessed our hazards and completed the risk management?
- Do we have processes in place?

Do we have the right (illuminated) signs around the church premises for:

- Fire escapes
- Exits
- Car parking
- Who to contact, for what and when
- What to do in an emergency
- When did we last practice an emergency evacuation? Is it recorded? Do people know what to do?

Where are our Incident Reporting Forms?

- How do others know where these are?
- Who will investigate them?
- Who will send them to WorkSafe NZ?
<http://www.business.govt.nz/worksafe/notifications-forms/accident-serious-harm>
- Where are they written up and filed?

What other actions must we implement going forward?

- Health & safety is an agenda item for executive meetings
- Continuous improvement – what are we doing?
- How are we educating our congregation/workers?
- How will we communicate to our congregation/workers?

Other references to review and assist with your “what you ought to know” are:

WorkSafe NZ Website

- <http://www.business.govt.nz/worksafe/tools-resources/useful-links>

Good Governance Practices Guidelines

- <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/directors-guidelines-on-their-responsibilities>

Keeping Informed from WorkSafe NZ

- <http://www.business.govt.nz/worksafe/about/subscribe>



16.0 REFERENCES

WorkSafe NZ

Additional forms, further information

<http://www.business.govt.nz/worksafe>

Smoke-free Environments Act 1990, Smoke-free Amendment Act 2003

<http://www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/smokefree-law/smoke-free-environments-amendment-act-2003>

Puataunono “Come Home Safely”

<http://www.mpia.govt.nz/puataunono-come-home-safely-project-wins-national-recognition/>

<https://www.youtube.com/watch?v=gx6gcViuu5w>

Injury Prevention, Rehabilitation, and Compensation Act 2001

Privacy Act 1993

Human Rights Act 1993



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